



DEAN CLOSE FOUNDATION

Recruitment Policy (W041)

Registered Charity No: 1086829

Date of Issue: June 2022
Review Date: June 2023 / Sept 2023
Owner: Bursar

THE DEAN CLOSE FOUNDATION

Recruitment Policy

This policy has been authorised by the Trustees of The Dean Close Foundation (the “**Foundation**”).

This policy will be reviewed annually by the Bursar, and will be given to the Board of Trustees for oversight and sign off.

The Dean Close Foundation is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The Foundation aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

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

The Dean Close Foundation has a legal duty to ensure all staff, volunteers, contractors, supply staff and Trustees are appropriately vetted before their role in the Foundation commences. All requests for staff, volunteers, contractors and supply staff must be processed via the Human Resources Department. A minimum of 8 weeks notice must be provided to Human Resources Department in order to process the checks properly and thoroughly. If there is an urgent need to recruit, please speak directly to a member of the Human Resources team for assistance. These notes should be read together with the KCSiE 2021, ISI Guidelines and any other statutory regulations from time to time in force.

Nominated Person (responsibilities) – See Appendix A 1

Approved documents - See Appendix 2

Key

HM = Hiring Manager

JD = Job Description

FC = Finance Controller

RT = Recruitment Team

PRF = Payroll Request Form

NEON = Non Employees On -site

SRT = Safer Recruitment Trained Person

NP = Nominated Person

Failure to follow the process or allowing an individual on to the premises without the approval of Human Resources may result in disciplinary action.

Date of Issue: June 2022

Review Date: June 2023 / Sept 2023

Owner: Bursar

Throughout the overall recruitment process, there are four key stages that those tasked with making safer recruitment must consider;

- Deter
- Reject
- Prevent
- Observe and Supervise

Pre- recruitment planning

Step	Action	Who	Note
1. Establishment for Employees The Foundation has an agreed establishment. The Nominated Person (NP) is required to request contract changes and funding from the Head or Manager.	Only the NP (see Appendix 1 for current list) can submit details on a Payroll Request Form (See Appendix 4B for PRF flow chart) to Finance Controller who checks details and arranges authorisation from the Bursar. A PRF will not be actioned unless it is authorised by the FC	NP to FC to Bursar to RT to Payroll	PRF cannot be submitted to FC unless a job description has been attached. All roles must be advertised and no candidate can be directly offered without following the full process.
1.1 Establishment for Non – Employees (No direct employment contract with DCF)	NP must submit details on a NEON Form sent to Finance Controller who checks details and arranges authorisation with Bursar. Neon form is then sent to RT to start checks, with Head/Senior Manager CC'd in for awareness A NEON will not be actioned unless it is authorised by the FC (See Appendix 4A & 4B)	NP to FC to Bursar to RT to Payroll	This Policy also applies to Volunteers and those who are paid by other businesses Please refer to the Visitors policy, which highlights if a NEON is required.
2. Preparing the Pack - Once authorisation has been approved for a new post or a replacement member of staff, four key documents are prepared:		HM & RT	Applicant Pack should include: Welcome Letter Job Description (including Person Specification), Application Form Equality & Diversity Form Safeguarding Statement

Date of Issue: June 2022

Review Date: June 2023 / Sept 2023

Owner: Bursar

			Please note the lead time to commencement date for all recruitment is a minimum of 8 weeks
2.1 The Job Description	List the specifics of the job, including: <ul style="list-style-type: none"> • Job Title • Line Manager • Key staff reports • The main duties and responsibilities • The purpose of the job • Person specification • The salary range or salary grade • The probationary period • Safeguarding responsibilities statement 		The Person Specification - Describes the ideal candidate to fulfil the role, what combination of skills, qualifications, qualities and experience. Along with how you intend to evaluate how the candidates have met the criteria
2.2 Application Form	It is essential that we ask all applicants to submit an Application Form.	HM & RT	
2:3 Equality & diversity form	A best practice approach to diversity allows for selection of the best person for the job based on merit alone and free from bias such as age, disability, gender or race.	HM & RT	Form sent with Criminal Record Declaration form to shortlisted candidates (KCSiE part 3)
2:4 Safeguarding statement	The safer recruitment statement and safeguarding policy sets out our commitment to recruiting staff and volunteers who are suitable to work with children.	HM & RT	The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service

3. Advert	The completed advert and pack is placed on the Foundation website. Thereafter it is placed on a variety of platforms chosen to ensure maximum visibility in the job market for that particular role. The RT will confirm within 48 hours that the advert(s) have gone live.	RT agree with HM the advertising strategy.	
------------------	---	--	--

Pre – interview planning and interview

Step	Action	Who	Note
4. Receipt of Applications	All applications must be received prior to interview and when received are passed on to the RT. Late applications are not normally accepted unless the applicant field is limited or initial shortlisting identifies no suitable candidates	HM & RT	These are sent by applicant to the recruitment inbox and then shared with the HM
4.1 Reject once shortlisted	RT scrutinise all applications carefully and note any inconsistencies or gaps that cause concern to be explored further at interview by HM		Shortlisted candidates will be sent a Criminal Record Declaration form to complete and submit prior to interview. An upfront disclosure of a criminal record may not prohibit a candidate from appointment as the Foundation shall consider the nature of the offence, how long ago any other relevant factors. Information regarding the criminal record should be submitted to HR Director in a sealed separate envelope

			which will be seen and then destroyed. If candidates would like to discuss this beforehand, they are asked to call the HR Director in confidence for advice
4.2 Arrangement for Internal Candidates	A personal statement is required and must cover; <ul style="list-style-type: none"> • Qualification • Experience • Skills 	HM & RT	References will be requested for internal candidates, as well as further safer recruitment checks (depending on the role)
5. References	<p>References will be requested by RT prior to interview where consent has been given to allow any concerns to be explored further at interview. Where a candidate is not currently employed, verification of their most recent employer and the reasons for leaving should be obtained.</p> <p>Once a reference has been supplied RT will confirm the validity of the reference.</p> <p>RT will send standard template along with a copy of the job description and request the referee's opinion about the candidates suitability for the post itself, and ask about their suitability to work with children and young people</p> <p>If the first two references do not offer an opinion on the suitability, then further references need to be sought.</p>	RT	<p>Verification of references Open references or testimonials will not be accepted.</p> <p>All references must contain the referee's name, job title or relationship to the candidate and contact details.</p> <p>Where electronic references are received RT should ensure they originate from a legitimate source. The Foundation will need to satisfy themselves that both the referee and the organisation are bona fide.</p> <p>Minimum of two suitable references must have been received and verified by RT.</p>
6. Interview	RT, with assistance from the office PAs (where applicable) will invite to interview, ideally with 5 days' notice given to		<p>1.1. Interviews will be conducted face-to-face where possible.</p> <p>1.2. A minimum of two people involved in</p>

Date of Issue: June 2022

Review Date: June 2023 / Sept 2023

Owner: Bursar

	<p>the applicant to enable them to prepare for the interview.</p> <p>The invite to interview letter will include who will interview them and who is the designated Safer Recruitment Trained (SRT) panel member.</p> <p>Shortlisted candidates are asked to bring to interview; Photographic ID (with address details)</p> <p>All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.).</p> <p>Candidates with a disability who are invited to interview should inform the Foundation of any necessary reasonable adjustments or arrangements to assist them in attending the interview</p>		<p>the interview process, one to be the SRT</p> <p>1.3. RT or Office PA will check, copy and verify all documentation</p> <p>1.4 RT will compare the photographic evidence and address with the</p> <ol style="list-style-type: none"> 1. details on their application form, 2. documentation that proves they are eligible to work in the UK and 3. originals of their qualification certificates that also show awarding bodies <p>1.5 Structure of the interview to be agreed in advance</p> <p>1.6 Use the core competency questions template adapted where appropriate (RT can assist if required). Make a note of any additional questions asked</p> <p>1.7 Prepare competency based questions. Include questions on the Foundation Values and try to avoid hypothetical questions and instead focus on the person's actual experiences. Ask them for concrete examples of their competency and explore their attitudes and behaviours, as well as their motivations for</p>
--	---	--	---

			<p>working with children and young people</p> <p>1.8. Document all responses given for future reference</p> <p>1.9. It is important that competencies required from the candidate are assessed during the selection process. The RT can advise on methods of assessment</p> <p>1.10. All interview notes and any further paperwork for each candidate must be returned to RT within 5 days of the interview .</p>
7. Addressing selection concerns (Wrap up)	<p>During the interview or other selection activities you have chosen, you may hear candidates say things that give you cause for concern. These areas need to be explored in more detail with the candidate.</p>	<p>Interview panel</p>	<p>For example, a candidate may:</p> <ul style="list-style-type: none"> • demonstrate a lack of understanding of children's or young people's needs or capabilities • have little or no knowledge about children's developmental stages • fail to satisfy you about any gaps or inconsistencies on their application form • use inappropriate language when talking about or to children or young people • be unclear or ambiguous when talking about their past experience • want the role to meet their own needs rather than the needs of

			<p>children and young people</p> <ul style="list-style-type: none"> • show a lack of understanding about the role itself • imply that safeguarding is a procedural necessity (a tick box exercise) rather than demonstrate a personal commitment to the safety of children and young people
8. Your selection decision	<p>Assessment</p> <p>The final decision should be based on how the person's qualifications, skills and competencies compare with those detailed in the job description, plus how their experience, personal qualities and attributes compare to the ideal candidate detailed in the person specification. This, together with interview notes and the notes from any other selection criteria used, should inform the appointment decision.</p>		<p>All signed and verified documentation and interview notes must be returned to RT.</p>
9. Verbal Offer	<p>HM to contact RT to confirm the successful candidate and proposed hours, salary and any other essential information. RT to confirm this information matches the PRF. HM to contact the successful candidate and make verbal offer, including hours, salary and any other essential information.</p>	HM/RT	<p>It is important the HM speaks openly to the candidate about the financial offer being made and the hours of work.</p>
10. Formal Offer	<p>The letter of employment will be sent to the candidate within 3 days of acceptance of a verbal offer.</p>	RT	<p>All offers, verbal and formal are subject to the successful completion of the pre employment checks as outlined in KCSIE and ISI Commentary</p>

			on the Regulatory Requirements
--	--	--	---------------------------------------

Pre – employment checks

Step	Action	Who	Note
11. Request for Enhanced DBS check (includes Barred List Check, which covers list 99 and section 142)	RT to process all pre-employment checks.	All employees and volunteers are considered to be in regulated activity and so an enhanced DBS check with barred list information will be sought in all cases.	Enhanced checks can take approximately eight weeks to complete. The DBS Update Service, allows the individual to reuse their DBS certificate when applying for similar jobs. If an individual has subscribed to the service, an employer can go online, with the individual's permission, and carry out a free, instant check to discover whether the information on the DBS certificate is current and up-to-date. DBS Update Service checks can only be accepted if the original DBS certificate has been seen and verified by the Foundation. A Barred List check must be conducted for anyone who is on the update service or moving into a new role
11.1 Prohibition and disqualification from Teaching	Teacher Prohibition Order checks will be conducted by the RT.	RT	List maintained by DFE This check is to be completed for all pupil facing

			Academic and Pastoral roles.
11.2 Prohibition from Management	A section 138 order prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A person who is prohibited is unable to participate in any management of an independent school, academy or free school. The term management also includes governors.	RT	This check is to be completed for: Academic SLT and Administrative Managers with 'Manager' included in their title and/or manages 1 or more. If in doubt complete the check. CARE: Includes internal role changes.
11.3 Overseas applicants	Follow the NSPCC rule, 3 months abroad in the last 5 years guidance will need checking. Require proof of settled status for non-UK residents.	RT	Individuals who have lived or worked outside of the UK in the last 5 years for 3 consecutive months or more must provide an overseas criminal record check or certificate of good conduct.
11.4 Medical check	RT to receive an appropriate medical fitness form from the applicant	RT	
11.5 ID and Right to Work Check	RT using the documentation provided at interview and for the DBS check will confirm ID and the right to work. RT to request further documentation at this stage if necessary.	RT	
11.6 Qualifications	Using the documents gathered at the interview stage the RT will confirm the validity	RT	

Date of Issue: June 2022

Review Date: June 2023 / Sept 2023

Owner: Bursar

	of the qualifications provided by the candidate		
11.7 Disqualification from Childcare (under Children's Act 2006), July 2018	RT to issue for signature and receive back the statement from the applicant that they are not disqualified for childcare. This confirmation to be reconfirmed on a regular basis and the staff member to be informed of their duty to inform the Foundation if this status changes.	RT	
11.8 Verification of references	RT to verify that the two references received for the applicant come from legitimate sources and answer the Suitability to Work with Children question.	RT	If the references received do not adequately address the Suitability to Work with Children question the further references must be obtained.
12. Single Central Record	Enter data to SCR as per style guide (See Appendix 5A & 5B)	RT responsible for inspection readiness of Single Central Record.	Personnel file - Hard copies of the mandatory recruitment checks to be printed, verified and filed with an SCR checklist in a plastic wallet at the front of all files for inspection readiness
13 Volunteers	We will require all safer recruitment checks to be conducted as per the NEON process where a volunteer is working in regulated activity and unsupervised.	RT	In England and Wales, a volunteer is defined as: 'A person who performs an activity which involves spending time, unpaid (except for travel and other approved out-of-pocket expenses),

Date of Issue: June 2022

Review Date: June 2023 / Sept 2023

Owner: Bursar

			doing something which aims to benefit some third party and not a close relative.
14. Contractors, Agency and Supply staff. The Foundation must have an agreement (Letter of Assurance) in place with any 3rd party employer outlining the checks that must have been completed as part of an appropriate recruitment process.	<p>3rd Party employers must provide an individual Letter of Assurance for each staff member supplied confirming that they have carried out the required checks and send this to RT to verify. (see Appendix 8)</p> <p>For information regarding Estates Single project contractors and nominated contractors, See Appendix 6 & 7</p>	RT	The HM conducts identity checks on agency and contract workers on arrival in the Foundation and, in the case of agency workers (Including supply staff), the Foundation must be provided with a copy of the DBS certificate for such staff.
15. Point 15	<p>RT to hand the file to HR Director or Operations Bursar to cross reference personnel file with Cascade profile SCR fields</p> <p>Once signed off by HR Director or Operations Bursar, RT instructed, in writing, to send the Point 15 email to NP who will advise HM that employment can commence.</p>	HR Director or Operations Bursar	Candidates are not allowed to come on site to work until the Point 15 email is issued.
Point 16. Access requirements	IT controls - IT will require 5 days'		

	<p>notice to set up the new starters. IT are notified of new starters via the HR issued 'Starters and Leavers' checklist issued weekly.</p> <p>Payroll – Create payroll number</p> <p>iSAMS – Currently obtained through new starter and leaver report</p> <p>ID Lanyard – Headshot to be obtained from new starter. Lanyard Issued by HR before commencing work.</p> <p>Training and Development Manager to set up new starter on Educare to complete Safeguarding training and other - preferable prior to commencing work or during their first 3 days of employment</p>		
--	---	--	--

Failure to follow the process or to bring an individual onto the premises without the approval of Human Resources may result in disciplinary action.

Disclosure Barring Service

DBS Update Service

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the Foundation to check there have not been changes since the issue of a disclosure certificate. An Update Service check will only be accepted in conjunction with a verified DBS certificate. A barred list check will still be required.

Steps taken if a DBS result is delayed:

Very rarely a short period of work is allowed under controlled conditions whilst waiting for confirmation of a result from the Disqualification Barring Service and at the discretion of the Bursar. If an enhanced disclosure is delayed, the Bursar / Ops Bursar may allow the member of staff to commence work:

- Whilst safer recruitment checks are in progress and pending confirmation of employment
- After a satisfactory check of the barred list if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Provided that the DBS application has been made in advance;
- With appropriate safeguards taken (for example, supervision required)
- Safeguards (including risk assessment) must be reviewed at least every two weeks by Bursar, (Ops Bursar) NP and member of staff;
- The person in question is informed what these safeguards are; and
- It is recommended that a note is added to the single central register and evidence kept of the measures put in place.

Retention and Security of Records

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

The School will comply with its data protection obligations in respect of the processing of criminal records information.

Training

Staff who are involved in recruitment are required to keep up to date with their recruitment practice and complete On-line safer recruitment training at least every 5 years.

Policy on the Recruitment of Ex-Offenders

The Foundation will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The Foundation makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the Foundation. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

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

In line with paragraph 198 – 201 of KCSiE 2021 (part 3), only shortlisted candidates will be asked to declare their criminal record. Under the relevant legislation, it is unlawful for the Foundation to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be

Date of Issue: June 2022

Review Date: June 2023 / Sept 2023

Owner: Bursar

unlawful for the Foundation to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the Foundation to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance 'Disqualification under the Childcare Act 2006' (July 2018).

SAFER RECRUITMENT PROCESS NOMINATED PERSON TO SUBMIT REQUEST FOR

1. CHANGES TO CONTRACTS
2. NEW employees

1. Nominated Person for Requesting change / new Employees
 - a. PRF is used for recruiting / changing roles of **EMPLOYEES**.
 - b. One nominated person per school as below
 - c. We will not accept any PRFs from anyone else.
2. We have one Nominated Person for Requesting change / new **NON-EMPLOYEES**.
 - a. **NON-EMPLOYEES** are everyone not in point 1. Anyone else who might come on campus to work/volunteer/interact with children etc. EG but not restricted to, Volunteers, readers, chaperones on trips/coaches etc, Visiting speakers, etc. People helping with clubs activities
 - b. NEON FORM for all **NON-EMPLOYEES**.
 - c. One nominated person per school as below
 - d. We will not accept any NEON forms from anyone else.

School	Employee or Non-Employee	Nominated Person	When Approved
DCPS	Employees	Headmaster	FLT 18/06/2019
DCPS	Non-Employees	Deputy Head – Ops	FLT 18/06/2019
DCS	Employees	Deputy Head Academic	FLT 18/06/2019
DCS	Employees (Pastoral roles only)	Deputy Head Pastoral	FLT 2020
DCS	Non-Employees	Deputy Head – Ops	FLT 18/06/2019
DCSJS	Employees	Headmistress	FLT 18/06/2019
DCSJS	Non-Employees	Deputy Head	FLT 18/06/2019
DCPPS	Employees	Headmistress	FLT 18/06/2019
DCPPS	Non-Employees	Headmistress	DCPPS meeting 24/06/2019
DCAS	Employees	Head	05/07/2021
DCAS	Non-Employees	Head	05/07/2021
Foundation	Employees	Bursar (Ops B)	BMT 24/06/2019
Foundation	Non-Employees	Finance Controller (Man't Acc)	BMT 24/06/2019
DCSL	Employees	Bursar (Ops B)	BMT 24/06/2019
DCSL	Non-Employees	Finance Controller (Man't Acc)	BMT 24/06/2019
DCNL	Employees	Area Mgr – if FTE growth to Bursar (Ops Bursar)	BMT 24/06/2019
DCNL	Non-Employees	Finance Controller (Man't Acc)	BMT 24/06/2019

From 1st day of holiday all PRFS are routed through the Finance

Owner: Bursar

Issued: October 2021

Review: October 2023

Safer Recruitment – Document Set

Ref	Document name	Owner	Location	Progress
SFR 1	Action Plan	Bursar	In AP folder.	Complete and in use
SFR2	SCR	Ops Bursar	Cascade	Complete and in use
SFR 3 (Policy Ref W041)	Recruitment Process Policy	Bursar	This policy	Reviewed October 2021 In use.
SFR 4	Personnel files	HR Manager	HR – Filing Cabinets	Complete (files back to 1.1.14) and in use
SFR 5	Waiting List	HR Manager	Automated weekly from Cascade	Complete and in use (manual presently)
SFR 6	Compliance Checklist	HR Manager	Appendix 5	Complete and in use
SFR 7	PRF form	Bursar	Appendix 3a	Complete and in use
SFR 8	NEON Form	Bursar	Appendix 4a	Complete and in use
SFR 8	ID Badge (Lanyards)	HR Manager	HR Dept.	Complete and in use
SFR 9	Report of new starters	Ops Bursar	Generated from Cascade monthly by Payroll	Complete and in use
SFR 10	Report of New to be paid	Payroll Manager	Generated from Ernie monthly by Payroll	Complete and in use
SFR 11	Pink Test report	Bursar/Ops Bursar	Generated by Bursar monthly	Complete and in use (to be automated from SCR by 31.12.21)
SFR 12 a	Estate Nominated Contractors Checklist	Operations Bursar	Appendix 7	Complete and in use
SFR 12 b	Estate Occasional Contractors Checklist	Operations Bursar	Appendix 6	Complete and in use
	SCR – Style Guide (Rules for entering data into SCR)	Operations Bursar	Appendix 8	Complete and in use
	Evidence of Action Points	Bursar		Complete and in use

Owner: Bursar

Issued: October 2021

Review: October 2023

PRF FORM

Payroll change Request Form

ALL ROWS MANDATORY

This document should be completed in accordance with the guidance given in the Foundation's Recruitment Process Policy. **Employees cannot commence work until HR have confirmed in writing as per point 15 of the Recruitment Process Policy.** Contravention of this policy and, in particular, a deliberate attempt to circumvent the Foundation's safer recruitment procedures is considered to be a serious disciplinary offence with penalties up to and including dismissal. Completion of this form is compulsory when applying for any employees to attend on site.

Once completed, it should be sent to the Finance Controller, at the earliest opportunity, who will then set the remuneration if apt. and refer to the Bursar. If authorised it will be sent to HR to instigate the process of safer recruitment / advertising the post.

As the appointing manager, by signing this form you are certifying that the selection process you have adopted for this appointment, including any interview meets the requirements as set out in the Recruitment Process Policy

School /Division (Not DCNL)	DCS/DCPS/DCPPS/SJOH/DCF/DCSL			
Employee Details	Title, Name, Address			
Reason for PRF	Growth in Numbers/Replacing who?/Maternity Cover for who?/Change of Hours		Internal change?	Yes / No
Job Title (attach JD)	Attach Job Description			
Is this a teaching role?	Yes / no		Lessons per cycle	
			Extra Curric %	
Is this a leadership role	Yes / no			
Hours/Days of Work (per week) for Support	Per week			
Weeks per year				
Requested By & Date	Name of Manager / Date Form Completed			
Permanent contract?	Yes / no			
Fixed	start date		end date	
Proposed commencement date	Commencement Date / Effective from Date			
Proposed Salary		OR Proposed Scale point		
Proposed RA	RA Scale Purpose		change to ex RAs?	
Date of Birth - Age				
Reporting To				

Issued June 2019

Owner: Bursar

Renewal: Oct 2023

Place of Work	
---------------	--

ACADEMIC STAFF ONLY					
Full Time %	70% / 100%	Part Time	No. of Lessons per Cycle		
			% extra-curricular		
Teaching Subject			Accommodation required?		
Scale (proposed)			Salary proposed)	£	
Responsibility Allowances	Retain	Cancel	New		

Finance Controller Section

TEACHING STAFF	DCS	LESSONS	MINUTES		DCPS	LESSONS	MINUTES
Weekly hours std in contract				CURRENT			
Weeks std in contact				Lessons per 2 week			
				extra curricular			
Terms per year							
Current pay							
Scale and Scale Salary							
Current fte							
Actual pay							
Raps							
	R1						

SUPPORT STAFF

CURRENT				PROPOSED			
Hours per week		Standard	37.5	Hours per week			
Weeks worked p.a.		Standard	52	Weeks worked p.a.			
H/P				Weeks paid			
Weeks paid				pay			
Current pay							
Current Fte				FTE			
Annual Equiv							
		Weekly rate, incl HP					
		hourly rate, incl HP					

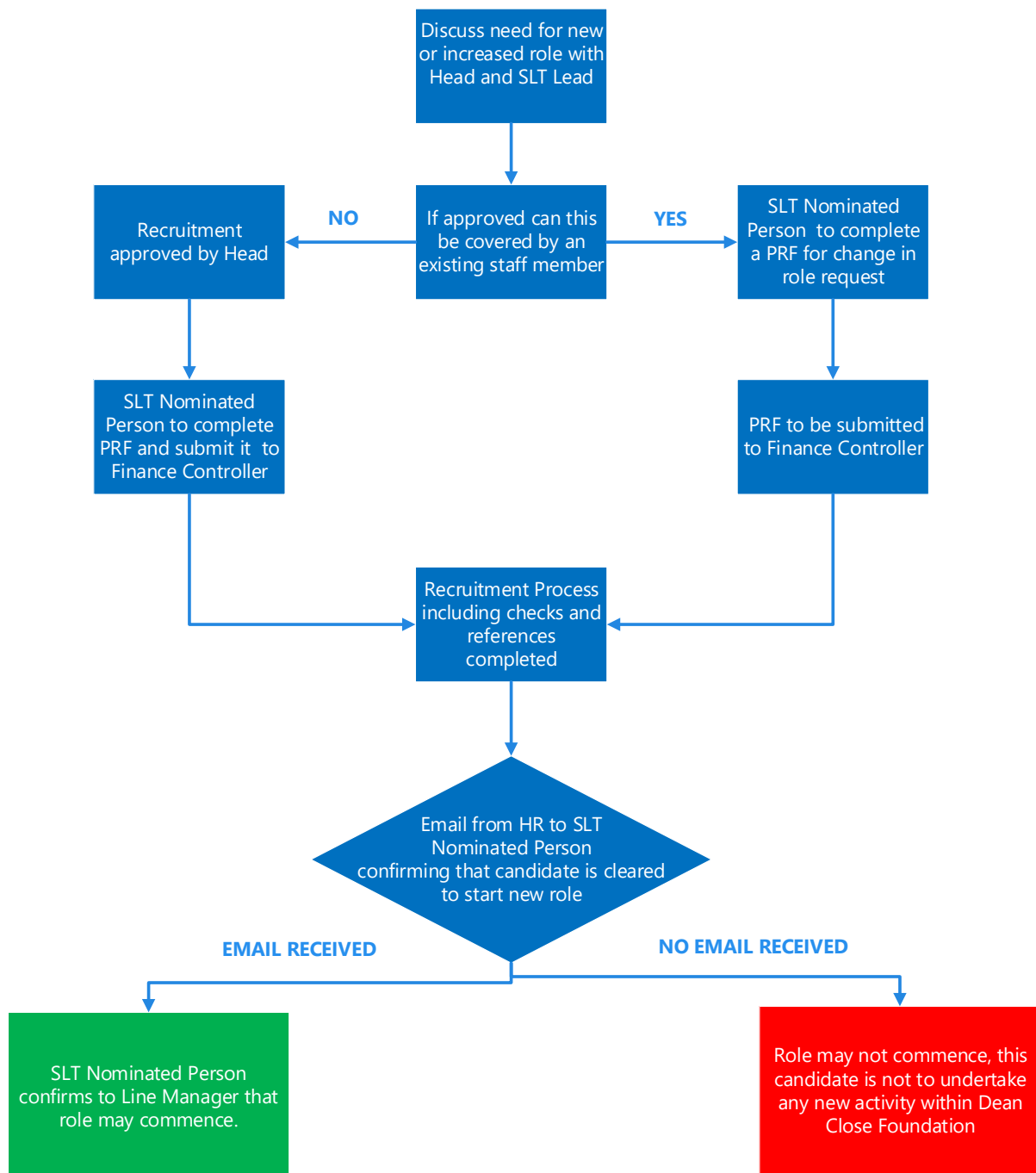
APPROVED BY BURSAR		DATE	
HR		DATE	
CASCADE		DATE	
PAYROLL		DATE	

Issued June 2019

Owner: Bursar

Renewal: Oct 2023

Full Time, Part Time and Supply Staff (paid)



NEON FORM

Non-Employee on Site / on Trip (NEON) Request Form

This document should be completed in accordance with the guidance given in the Foundation's Recruitment Process Policy. Non-Employees cannot commence work until HR have confirmed in writing as per point 15 of the Recruitment Process Policy. Contravention of this policy and, in particular, a deliberate attempt to circumvent the Foundation's safer recruitment procedures is considered to be a serious disciplinary offence with penalties up to and including dismissal. Completion of this form is compulsory when applying for any non-employees to attend on site.

Once completed, it should be sent to the Finance Controller, at the earliest opportunity, who will refer to the Bursar. If authorised it will be sent to HR to instigate the process of safer recruitment / advertising the post.

As the appointing manager, by signing this form you are certifying that the selection process you have adopted for this appointment, including any interview meets the requirements as set out in the Safer Recruitment Policy.

Name of Neon: (can leave blank if a Visitor, and names not known at this stage)	
Is this is a Visitor? If so follow this box only.	<input type="checkbox"/> Give name of Organisation where appropriate <input type="checkbox"/> Sign form and Send form to HR for filing and follow the Visitor policy <input type="checkbox"/>
Postal Address:	
Telephone Number(s):	
Email Address:	
Job Role/Position appointed to:	
Is this a Paid or Voluntary position:	<input type="checkbox"/> PAID <input type="checkbox"/> VOLUNTARY
If Paid, THIS IS THE WRONG FORM	<input type="checkbox"/> YOU MUST COMPLETE A PRF FOR AN EMPLOYEE
Is this person employed by an external company? -	<input type="checkbox"/> Company name and contact details <input type="checkbox"/> Occasional attendance <input type="checkbox"/> Regular Long term attendance

SFR 8

Neon Form: Issued October 2021

Owner: Bursar:

To be reviewed: October 2023

Please attach relevant documentation e.g. application form, job description,

If a Volunteer/Work experience/Chaperone/Listener/ Other please specify:	<input type="checkbox"/> Supervised at all times <input type="checkbox"/> Not Supervised at all times
Is this a new appointment or a replacement for an existing person?	<input type="checkbox"/> NEW <input type="checkbox"/> Replacing who?
If a replacement, who?	<input type="checkbox"/>
Proposed Start Date:	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; width: 100px; height: 30px;"></div> <div style="text-align: center;"> Proposed End Date (if applicable): </div> <div style="border: 1px solid black; width: 100px; height: 30px;"></div> </div>
Authorised by	
Signature of Appointing Manager:	

- 'NOMINATED CONTRACTORS' OF Estates Department
- This form is not used by Estates department for Estates Contractors.
- As they then come onto site Estates check their information and do a Children's Barred List check. Those who have been fully checked will be given a blue lanyard with an ID card showing their name and company logo to denote that they are 'nominated' contractors and can be unaccompanied.
- All others will be given a badge with an orange lanyard and will need to be accompanied. The new Paxton cards can be programmed to allow access to certain areas at certain times.
- This form is not used by Palmer and Howells Ltd
- They have their own SCR

SFR 8

Neon Form: Issued October 2021

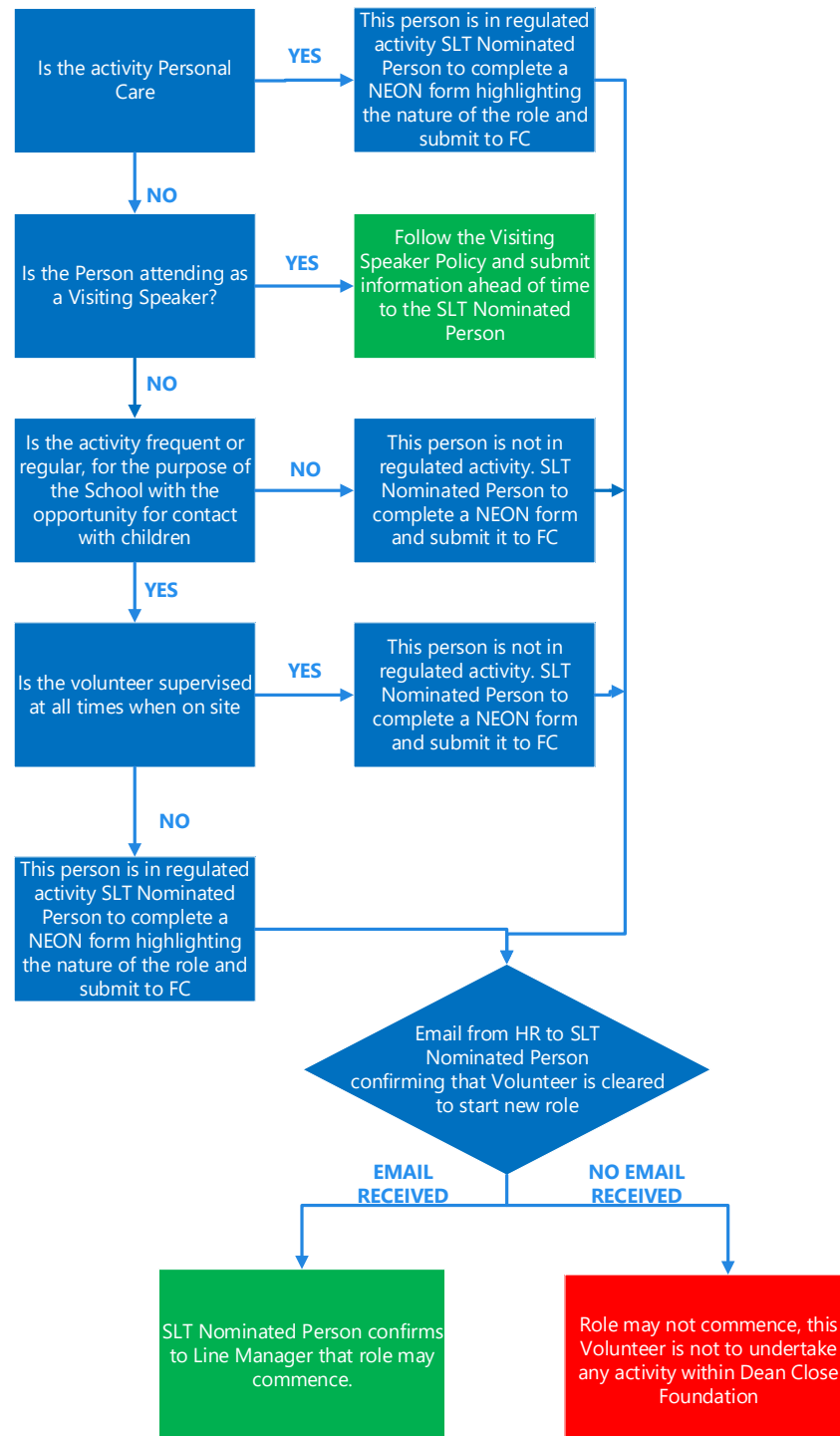
Owner: Bursar:

To be reviewed: October 2023

Please attach relevant documentation e.g. application form, job description,

NEON

(Any volunteer not active in the last 3 months must be treated as a new volunteer)



RECRUITMENT PROCESS POLICY WO41 –
SINGLE CENTRAL RECORD COMPLIANCE CHECKS FOR STAFF

APPENDIX 5.A

Name			
Role			
Teaching Role		Leadership Role	

Document	Date of Check	Checked by	Comments
Application Form			
Reference 1 Received			
Reference 1 Verified			
Reference 2 Received			
Reference 2 Verified			
Date of Employment History			
Qualifications			Type:
			Expiry Date:
Photo Identity (Type)			Passport/ Driving licence no:
Date of Barred list Check			
Date of DBS Certificate			
Date of DBS Certificate (Update Service)			
Date DBS Seen			DBS no:
Overseas Check (See style guide)			
Nationality			
RTW Check (Type)			Issue date:
			Expiry date:
Medical Fitness Declaration			Signed date:
Disqualification from Childcare			
Prohibition from Management (see style guide for applicable roles)			
Prohibition from Teaching (see style guide for applicable roles)			
Risk Assessment – Only applicable if all other checks are completed and DBS is in process			

Approved to Start email Sent from HR to Nominated Person			
Contract Start Date			
First Working Day			
Completed by		Date	
Checked by		Date	

Style Guide for completion of the SCR.

First name: Pulls from employee main page. This needs to be the first name as evidenced on the passport not the staff members preferred name.

Surname: Pulls from employee main page and should be capital first letter.

Position: Pulls from Job and Salary page and needs to be capital first letter

Continuous service date: Pulls from the employee main page the date should be entered in 01/01/2001 format

Schools/Nursery/EYFS: Pulls from SCR page. This needs to be the abbreviation for each setting in capitals and should identify any EYFS involvement.

Application received date: Should be entered in 01/01/2001 format

Ref 1 received: Pulls from SCR page the date should be entered in 01/01/2001 format

Ref 1 verified: Should be name of person undertaking check and should be recorded as the 3 letter abbreviation for that person in capital letters

Ref 2 as above for Ref 1

Ref 2 verified as above for Ref 1

Date of Qualification check: Pulls from SCR page and should be the date the qualifications have been checked. The date should be entered in 01/01/2001 format

Qual.Checked by: Should be the name of person undertaking check recorded as the 3 letter abbreviation for that person in capital letters.

ID date checked: Pulls from SCR page and should be the date the ID documents have been checked. The date should be entered in 01/01/2001 format

ID Checked by: Should be name of person undertaking check. It should be recorded as the 3 letter abbreviation for that person in Caps

Date Barred list check: Pulls from the SCR page and should be the date of the cert recorded for initial recruitment (any further Barred list checks should be recorded only in the notes column) The date should be entered in 01/01/2001 format.

Barred List checked by: Pulls from the SCR page and should be name of person undertaking check recorded as the 3 letter abbreviation for that person in capital letters

DBS Cert. Number: (with section 142 check): Should be the number of the DBS certificate issued for initial recruitment (any further DBS cert for changes in role or updates should be recorded only in the notes column)

Date of DBS Cert: Pulls from SCR page and should be the date of the Cert recorded for initial recruitment (any further DBS cert dates for changes in role or updates should be recorded only in the notes column) The date should be entered in 01/01/2001 format

Date DBS Certificate Seen (since 06/2014): Pulls from SCR page and should be the date the DBS cert has been seen. The date should be entered in 01/01/2001 format

Owner: Ops Bursar

Issued: October 2021

To be reviewed: October 2023

DBS checked by: Should be name of person undertaking check recorded as the 3 letter abbreviation for that person in capital letters

Date Overseas check: (**Apply the NSPCC 3months in the last 5 years guidance**) Pulls from SCR page and should either be N/A if not applicable or be the date the Overseas check has been received. The date should be entered in 01/01/2001 format.

Overseas checked by: Should be name of person undertaking check recorded as the 3 letter abbreviation for that person in capital letters

RTW check type: Should be the type of document checked and the date of issue – **and expiry?**

RTW check date: Pulls from SCR page and should be the date the RTW documents have been checked. The date should be entered in 01/01/2001 format.

RTW checked by: Should be name of person undertaking check recorded as the 3 letter abbreviation for that person in capital letters

Date medical fitness check: Pulls from SCR page and should be the date the document was signed by the applicant. The date should be entered in 01/01/2001 format.

Medical Declaration checked by: Should be name of person undertaking check recorded as the 3 letter abbreviation for that person in capital letters

Date Childcare Disqualification form: (**Only applicable to those who could be in regulated activity with Prep and Pre-Prep age groups**) Pulls from SCR page and should be the date the document was signed by the Line Manager or a member of the HR dept. The date should be entered in 01/01/2001 format.

Childcare Disqualification form checked by: Should be name of person undertaking check recorded as the 3 letter abbreviation for that person in capital letters

Date of Prohib. from Management Check: (**Applicable to all SLG and those solely managing a team**) Pulls from SCR page and should either be N/A if not applicable or be the date the Overseas check has been received. The date should be entered in 01/01/2001 format.

Prohib. from Management Checked by: Should either be N/A if not applicable or be name of person undertaking check recorded as the 3 letter abbreviation for that person in capital letters

Date of Prohib. from Teaching Check: Pulls from SCR page and should either be N/A if not applicable or be the date the Overseas check has been received. The date should be entered in 01/01/2001 format. **This check is to be completed for all Teachers, Graduate TA's, Sports Coaches, Gap year Students and Chaplain's Assistants but not for Resident Pastoral Assistants, Teaching Assistants, Supply Assistants and Lifeguards.**

Prohib. from Teaching Checked by: Pulls from the SCR page and should either be N/A if not applicable or be name of person undertaking check recorded as the 3 letter abbreviation for that person in capital letters

Date of EEA Check: Pulls from SCR page and should either be N/A if not applicable or be the date the Overseas check has been received. The date should be entered in 01/01/2001 format.

EEA Checked by: Pulls from the SCR page and should either be N/A if not applicable or be name of person undertaking check recorded as the 3 letter abbreviation for that person in capital letters.

Owner: Ops Bursar

Issued: October 2021

To be reviewed: October 2023

**ESTATES CONTRACTOR CHECKLIST
FOR OCCASIONAL MAINTENANCE WORKS ***

COMPANY NAME	
ACTIVITY / PROJECT	
START DATE	
STAFF LIST RECEIVED DATE	

Checked by. Check date.

OPERATIVE NAME			
List 99. check			
Photo ID.			
SITE INDUCTION			

OPERATIVE NAME			
List 99. check			
Photo ID.			
SITE INDUCTION			

OPERATIVE NAME			
List 99. check			
Photo ID.			
SITE INDUCTION			

OPERATIVE NAME			
List 99. check			
Photo ID.			
SITE INDUCTION			

OPERATIVE NAME			
List 99. check			
Photo ID.			
SITE INDUCTION			

OPERATIVE NAME			
List 99. check			
Photo ID.			
SITE INDUCTION			

OPERATIVE NAME	
-----------------------	--

List 99. check			
Photo ID.			
SITE INDUCTION			

OPERATIVE NAME			
List 99. check			
Photo ID.			
SITE INDUCTION			

NOMINATED CONTRACTOR CHECKLIST
FOR REGULAR MAINTENANCE CONTRACTS*

COMPANY NAME	
ACTIVITY/PROJECT	
START DATE	
STAFF LIST RECEIVED DATE	
CONFIRMATION OF APPROPRIATE RECRUITMENT PROCESS RECEIVED	

Checked by. Check date.

OPERATIVE NAME			
DBS No.			
DBS Date			
List 99. check			
Photo ID.			

OPERATIVE NAME			
DBS No.			
DBS Date			
List 99. check			
Photo ID.			

OPERATIVE NAME			
DBS No.			
DBS Date			
List 99. check			
Photo ID.			

OPERATIVE NAME			
DBS No.			
DBS Date			
List 99. check			
Photo ID.			

OPERATIVE NAME			
DBS No.			
DBS Date			
List 99. check			
Photo ID.			

SFR 12a: DCF Nominated Contractor Checklist

Owner: Operations Bursar

Issued: October 2021

Review: October 2023

*Nominated Contractor Operatives are those assessed by Dean Close Foundation to be in regulated activity due to the nature of their regular maintenance contracts and the level of DCF supervision while on site.

The confirmation of appropriate recruitment process must include the names of the operatives attending site as well as the dates and level of checks undertaken on each operative.

These checks to include as a minimum Enhanced DBS with barred list check, an identity check, and references from previous employers.

Each operative is to provide photo ID on first arrival at site a copy of this and all other checks are to be retained along with this form for future inspection purposes.

To be completed on supplier/ letter headed paper

Private and Confidential

HR Department
The Dean Close Foundation
Shelburne Road
Cheltenham
Gloucestershire
GL51 6HE

[DATE]

Dear Dean Close Foundation,

Confirmation of Suitability Checks of Employee from [insert supplier/business name]

Full name of employee	
Date of birth	

I [name of supplier/department], confirm that the following pre-employment checks have been completed for the above named employee of the [insert supplier/business name].

- Identity Check
- Enhanced Disclosure with barred list check*
- Right to work in the UK
- A check on relevant qualifications
- Reference checks (x2)
- Medical Fitness declaration
- Check whether there has not been a prohibition on management order (if relevant)
- Overseas checks (if relevant)
- Any disqualification under Childcare Act 2006 (if relevant)

*Contractors/employees should bring their DBS certificate along with their personal ID for verification when they come on site.

Yours sincerely

[name]
[position]