



DEAN CLOSE FOUNDATION

The Dean Close Foundation

**Recruitment Policy - (Excluding DCNL)
(W041)**

Registered Charity No: 1086829

Recruitment Policy - (Excluding DCNL)

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

This policy will be reviewed annually by the Recruitment Manager and the HR Director 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 employees 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 employees at the Foundation, the proprietorial body and all individuals who work in regular contact with children, including volunteers. Separate records are kept for Non-Employees on site (NEON) including Trustees, supply staff and those employed by third parties.

The Dean Close Foundation has a legal duty to ensure all employees, volunteers, contractors, supply staff and Trustees are appropriately vetted before their role in the Foundation commences. All requests for employees, volunteers and supply staff must be processed by the Recruitment Team. An advised minimum of 8 weeks' notice must be provided to the Recruitment Team to process the checks properly and thoroughly. If there is an urgent need to recruit, please speak directly to a member of the Recruitment Team for assistance. This policy should be read together with KCSIE 2025 and any other statutory regulations from time to time in force.

Recruitment Process overview (Appendix 2A and 2B)

The Recruitment process is supported by an Applicant Tracking System (ATS), called Recruitment+ (R+) which is available through Cascade, the Foundation's HR Information system and is accessible by all Hiring Managers.

Successful recruitment requires the collaboration of Hiring Managers, Finance and the Recruitment Team, and the cooperation of the candidate. The Hiring Manager is the expert in the job role, the Finance Team are experts in pay and controlling budgets and the Recruitment Team are the experts in safer recruitment, statutory requirements, candidate experience and in the smooth and efficient process to get candidates into employment at the earliest opportunity.

The chart below provides an outline of the process and guidelines on the timelines involved:

Week	1	2	3	4	5	6	7	8	9	10	11	12	13
Pre recruitment Planning													
Prep Job Description													
Identify shortlisting criteria													
Request vacancy R+													
Vacancy authorisation R+ by Finance													
Select & check availability of interview panel													
Confirm advertising requirements													
Advertise role R+													
Pre-interview planning and interview													
Shortlist R+													
Send invitations for interview R+													
Interview Round 1													
Wash up/decisions R+													
Interview Feedback and ID R+													
Feedback and declines to candidates													
Interview Round 2 optional													
Wash up/decisions optional													
Offer R+													
Pre-employment checks													
Onboarding checks (DBS up to 6 wks)													
Start date													

Nominated Person (responsibilities) – See Appendix 1

Key

- ATS = Applicant Tracking System (Recruitment+)
- CFOO = Chief Financial and Operating Officer
- FC = Finance Controller
- HM = Hiring Manager
- JD = Job Description
- NEON = Non-Employee on site
- NP = Nominated Person
- PRF = Payroll Request Form
- HRD = Human Resources (HR) Director
- RM = Recruitment Manager
- RT = Recruitment Team, including RM & HR
- ERS – Employee Relations Specialist
- SRT = Safer Recruitment Trained
- ATS = Application Tracking System
- HRIS = HR Information System

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

Step	Action	Who	Note
1. Establishment for Employees The Foundation has an agreed establishment (number of people/budget available for each area). The Nominated Person (NP) is required to request contract changes and funding from the Budget Holder.	<p>Only the NP (see Appendix 1 for current list) can request the creation of a vacancy using the ATS.</p> <p>A vacancy cannot be created without the required authorisation.</p> <p>Both internal and external vacancies must be submitted via our ATS.</p> <p>When the request is submitted it is authorised in the two-stage process by the FC and then the CFOO.</p>	NP to FC to CFOO/ CEO to RT to Payroll	<p>A vacancy request cannot be submitted to FC unless a word version of the job description in the correct format has been attached within the ATS.</p> <p>All roles must be advertised, and no candidate can be directly offered without following the process.</p>
Establishment for Non – Employees (No direct employment contract with DCF)	<p>NP must submit details on a NEON Form which will be processed for financial authorisation before being processed by the RT who will conduct necessary Safer Recruitment checks. This process is supported by the NEON Tracker Microsoft Forms.</p> <p>A NEON will not be actioned unless it is authorised by the FC Appendix 3.</p>	NP to FC to CFOO to RT to Payroll	<p>This Policy applies to Volunteers and those who are paid by other businesses.</p> <p>Please refer to the Visitors policy WO34, which highlights if a NEON is required.</p>
2. Preparing the Vacancy	<p>All vacancies, both internal and external, require:</p> <ul style="list-style-type: none"> • Job Description • Panel members (at least one must be Safer Recruitment Trained) • Shortlisting Criteria • Interview dates <p>Recruitment+ holds:</p> <ul style="list-style-type: none"> • Application Form • Equality and Diversity Form • Safeguarding Statement <p>These are reviewed annually by the RT.</p>	HM & RT	<p>Please note the lead time to commencement date for all recruitment can take up to 8 weeks. This can be delayed due to DBS and referencing, depending on the role, start date and completion of our safer recruitment checks.</p>
3. Job Description	<p>Job Descriptions are submitted on a template which includes:</p> <ul style="list-style-type: none"> • Job Title • Line Manager • Hours of work, including days and weeks • Provisional Start date • Salary/Salary Grade • Location • The purpose of the job • The main duties and responsibilities • Person specification • Safeguarding responsibilities statement 	HM	<p>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.</p>

4. Application Form	All applicants, whether they are internal or external, must apply via our online application form through our ATS system.	HM & RT	There are application form templates for teachers and support staff. CVs are not accepted.
5. Equality, diversity and inclusion EDI	The best practice for selection of the most suitable candidate for the job is based on ability, competency, and aptitude alone and free from bias from gender, race, age, sex, pregnancy, disability, marital status, religion and beliefs, sexual orientation ¹ . Equality, Diversity, and Inclusion, (EDI) information is gathered for management information (MI) purposes but not shared with HM unless reasonable adjustments are needed.	HM & RT	
6. Safeguarding statement	The safer recruitment statement and safeguarding policy sets out our commitment to recruiting employees and volunteers who are suitable to work with children. This statement is on all Job descriptions, adverts, and other communication with candidates.		
7. Advert	All adverts must detail the interview date and key details of the role, including contract type (full time/part-time/fixed term) and salary, if possible. The advert is created by the RT and published via our website and appropriate recruitment channels. This will be advertised within 48 hours of approval by the RT Executive and some Senior roles will have an Information Pack produced by the Marketing Team with information provided by the Hiring Manager. Adverts in other nonstandard publications need further authorisation.	RT to agree with HM	
8. Internal Advertising	All roles must be advertised internally. Internal applicants must apply via the ATS system. Roles can be advertised externally simultaneously if Headcount permits.	RT & HM to agree	RT to send a DCF email when new positions are posted, asking for all applicants to follow the internal application form link to apply for the role.
9. External Advertising	All roles must be advertised externally on the following approved channels: <ul style="list-style-type: none"> • DCF Website • DCF Intranet • TES • Indeed 	RT	

¹ Equality Act 2010 protected characteristics.

	<p>Any additional advertising methods will need to be requested.</p> <p>The recruitment budget is not sufficient to place adverts in paid for publications for all roles.</p> <p>Should the advertising board incur a cost, this will come from the cost centre of where the role will be based.</p>		
10. Receipt of Applications	<p>We reserve the right to interview and select before the closing date. Late applications are not normally accepted unless the applicant field is limited, or initial shortlisting identifies no suitable candidates</p>	HM & RT	All applications are made via ATS.
11. Shortlisting Candidates	<p>HM is to select shortlisting criteria with the support of the RT to be input into the ATS. They are to support:</p> <ul style="list-style-type: none"> • Role specific competencies • Responsibility for safeguarding • DCF Foundation values of Love, Courage, Contribution in order to help everyone to Flourish. <p>Panel members use the shortlisting criteria within Recruitment+ to score candidates.</p> <p>Applicants are scored by panel members using the shortlisting criteria to determine if the candidate should be shortlisted for interview or rejected after shortlisting.</p>	HM	
12. Reviewing shortlisted Applications	<p>RT review each application:</p> <ul style="list-style-type: none"> • Employment history, notes of any gaps in employment to explore with applicant at interview. • Referees, checking suitability of referees and their contact details. • Online search, noting any incidents or issues that have happened, and are publicly available online to explore with applicant at interview² <p>Inconsistencies or gaps will be communicated to HM and to be explored at interview by HM. The template for Employment History Review is uploaded</p>	RT and HM	<p>Online searches – guidance – ‘quick and simple search conducted via an internet browser. It should not place any unnecessary burdens on schools and colleges, nor encourage them to breach any individual’s private life. Care must also be taken to avoid unconscious bias and risk of discrimination, and or confusion with somebody else of a similar name’.³</p>

² KCSIE 2025, Paragraph 225

³ HMC ‘Generic online search’ 30/08/2022

	<p>into Recruitment+ candidate profile and a reminder sent to the HM to complete at interview.</p> <p>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.</p> <p>If candidates would like to discuss this beforehand, they are asked to call the RM in confidence for advice.</p>		
13. Interview and ID Checks	<p>Interview booking process will depend on type of role.</p> <p>For senior roles and most teaching roles, interview dates are planned at the outset of the process, contained within the advert and shortlisted candidates will be invited by the RT using the ATS.</p> <p>For other roles the HM coordinates suitable interview dates and times with their Panel. The HM informs the RT of the details including the interview panel, and the RT sends a confirmatory email via Recruitment+ to the candidate with Criminal Declaration Form and ID requirements.</p> <p>Shorter notice is occasionally possible if the interview date has been published previously.</p> <p>Shortlisted candidates are asked to bring to the interview.</p> <ul style="list-style-type: none"> • Proof of Right to Work in the UK • Photo ID • Proof of Address • Proof of any changes of name • DBS Certificate, if applicable. • Industry or Education Qualifications, if applicable for the role. <p>Candidates are offered the opportunity when invited to interview to request any necessary reasonable adjustments or arrangements to assist them in attending the interview.</p>	RT and HM	<p>Interviews will be conducted face-to-face where possible, with a minimum of two people involved in the interview process, one to be the Safer Recruitment Trained.</p> <p>HM needs to plan for either Department Admin/PA or RT to check ID and qualifications, copy and verify all documentation and sign 'Original seen [date and 3 initials]⁴, this is a statutory requirement.</p> <p>Use the core competency questions template adapted where appropriate (RT can assist if required). Make a note of any additional questions asked.</p>

⁴ <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-22-april-2025>

14. Addressing selection concerns	<p>If, during the interview or during other selection activities, you hear candidates say or do anything that gives you cause for concern these areas need to be explored in more detail with the candidate.</p> <p>Examples of areas of concern, 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 • 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 experience • show a lack of understanding about the role itself. • imply that safeguarding is a procedural necessity (a tick box exercise). 	Interview panel	
15. Selection decision	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.	HM	All signed and verified documentation and interview notes must be scanned and uploaded into ATS by the HM/Admin support to HM.
16. Verbal Offer	<p>HM to use ATS to confirm all aspects of the offer and submit to FC for authorisation. HM to contact the successful candidate and make verbal offer, including hours, salary, notice periods, responsibility allowances (RAs) and any other essential information. HM to confirm acceptance ATS.</p> <p>After verbal acceptance of the role unsuccessful candidates will be declined by the RT within Recruitment+.</p>	HM/RT	It is important the HM speaks openly to the candidate about the financial offer being made alongside contractual benefits including pension and the hours of work. For teachers the pension choice APTIS/TPS must be explained. The candidate should not be surprised by anything detailed in the contractual paperwork issued by HR.
17. Formal Offer	The offer of employment and contract will be sent to the candidate within 48 hours of FC authorisation.	RT	All offers, verbal and formal are subject to the successful

			completion of the pre-employment checks as outlined in KCSIE and ISI Commentary on the Regulatory Requirements
18. Employment History Review	<p>Employment History Reviews are used to ensure the successful candidates are thoroughly checked covering the following areas:</p> <ul style="list-style-type: none"> • Any changes of name, since birth for marriage, divorce or via deed poll. For any changes of name, evidence must be provided in the following forms <ul style="list-style-type: none"> ○ Birth Certificate ○ Marriage Certificate ○ Notice of Divorce ○ Deed poll proof. • Providing reasons for any gaps in employment since leaving full time education. • Details of living outside the UK for more than three months in the past five years. • Confirming the references are suitable to be contacted. • Provide a thorough online search of the candidate. <p>If during their employment history review, it is noted that they have been self-employed or a director of a Limited company, evidence of this must be sought and provided. We require all of the following:</p> <ul style="list-style-type: none"> • Proof of Limited Company Status, or Proof of their Unique Tax Record (UTR) • A reference from their accountant or proof of financial records, for example a statement from the beginning and most recent statement proving their services. • Reference from a client to confirm that they provided a service to them and that there were no criminal or safeguarding concerns for them. <p>The employment history review serves as the base of our safer recruitment checks and ensures that the RT have provided a thorough and detailed look</p>	RT	<p>Please see more information on Overseas Checks, Point 23.</p> <p>Please see more information on Reference on Point 19.</p>

	through the candidates records to ensure that they pose no safeguarding concerns to The Foundation.		
19. References	<p>References can be requested for all shortlisted candidates using the ATS where consent has been given by the candidate.</p> <p>If no consent has been provided, references will be requested once the verbal offer has been accepted.</p> <p>Where a candidate is not currently employed, verification of their most recent employer and the reasons for leaving should be obtained.</p> <p>References should be requested from the candidates two most recent employers via the ATS.</p> <p>Should the candidate have previously worked within a school or education setting, a reference must be sought from this employer.</p> <p>Referees will provide their opinion about the candidates' suitability for the post itself and asked about the candidate's suitability to work with children and young people.</p> <p>If the first two references do not offer an opinion on the suitability to work with children, then further references need to be sought.</p>	RT	<p>All references must contain the referee's name, job title or relationship to the candidate and contact details and be sent from a professional/work email address, where applicable.</p> <p>All references must be verbally verified by the RT and confirm that the candidates start, and end date of employment matches their application form, and that there are not safeguarding or disciplinary concerns.</p>
20. Request for Enhanced DBS check (includes Barred List Check, which covers list 99 and section 142)	<p>RT to process all pre-employment checks. Enhanced checks can vary, and we encourage the candidates and RT to process the DBS request immediately.</p> <p>If an individual has subscribed to The DBS Update Service, the RT will go online, with the individual's permission, and carry out a free, instant check to find any updates since the certificate was issued. DBS Update Service checks can only be accepted if the original DBS certificate has been seen and verified by the Foundation.</p> <p>A Barred List check must be conducted for anyone who is on the update service or moving into a new role (unless the original certificate refers to including a Barred List check)</p>		All employees and volunteers are in regulated activity and so an enhanced DBS check with barred list information will be sought in all cases.

	<p>There is no requirement to carry out an enhanced DBS check or carry out overseas checks if the applicant has worked in a school in England during a period which ended not more than three months before the person's appointment.⁵</p> <p>If a DBS is used from another School, the original copy is needed, it must be dated within 5 years to be accepted. If not, then the RT will raise a new DBS for the candidate.</p> <p>Very rarely a short period of work is allowed under controlled conditions whilst waiting for the original DBS to be seen from the Disqualification Barring Service and at the discretion of the HR Director/CEO/CFOO. If a DBS certificate is delayed, the HR Director/CEO/CFOO may authorise the employee to commence work:</p> <ul style="list-style-type: none"> • When a DBS result has been issued but original certificate has not been seen. • The DBS result "contains no information" • With appropriate safeguards taken (for example, supervision at all times) • A Risk Assessment must be produced by the HM and reviewed and approved by HRD/CEO/CFOO, reviewed regularly. • The employee is informed what these safeguards are; and • An up-to-date note is added to the Single Central Register and evidence kept of the measures put in place. 		
21. Prohibition and disqualification from Teaching	Teacher Prohibition Order checks will be conducted by the RT.	RT	List maintained by DFE.
22. Prohibition from Management check	If applicable, a candidate will be subject to a management check should they be in position where they are supervising or leading a team within the foundation.	RT	The following employees are in management positions for the purpose of this check:

⁵ KCSIE 2025, Paragraph 239

	<p>A section 128 order prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools.</p>		<ul style="list-style-type: none"> • Members of the Executive • Headteachers • All employees on any senior leadership team (including non-teaching employees); • Teaching positions with departmental headship • Houseparent's? • Directors of DCNL and DCSL; • Trustees; • Proprietors. <p>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.</p> <p>NOTE: Includes internal role changes.</p>
<p>23. Overseas applicants</p>	<p>Should an applicant have resided and worked overseas for a period of 3 months or more in the last 5 years, an overseas police check will need to be provided.</p> <p>RT must make any further checks they think appropriate so that relevant events that occurred outside of the UK can be considered. Where available, criminal records check for overseas applicants having regard to the Home Office guidance, including the guides on what checks are available from different countries and foreign embassies.</p> <p>Where it is not possible to obtain this evidence, KCSIE notes that RT should seek alternative references to verify the candidates time overseas and to ensure that no criminal, disciplinary or safeguarding concerns were raised.</p> <p>Proof of settled status for non-UK residents is required.</p>	<p>RT</p>	<p>The references must follow our referencing process, point 10, and verbally verified, signed and dated by the RT.</p>

24. Medical check	<p>Medical self-declaration form to be completed by the candidates as part of our pre-employment checks.</p> <p>Should any medical conditions be declared, these will be raised with the ERS, HM to ensure that any reasonable adjustments that may be needed.</p>	RT	The Medical Fitness certificate is a declaration from the applicant that they are fit to work.
25. 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	For British citizens; passport or a birth certificate and proof of NI from official HMRC document. Share code for other nationalities.
26. Qualifications	Using the documents gathered at the interview stage, the RT will confirm the validity of the qualifications provided by the candidate	RT	Qualifications will be checked against qualification requirements in the Job Description Eg Teaching qualifications, Lifeguard qualification.
27. Disqualification from Childcare (under Children's Act 2006), July 2018	<p>RT to issue, receive and check a self-declaration from the candidate from the applicant that they are not disqualified from childcare roles.</p> <p>Only for roles involved in the provision to Under 8s i.e., Nurseries, Pre-Prep and Prep.</p>	RT	<p>This self-declaration form is the responsibility of RT during the recruitment process.</p> <p>Once an employee, it becomes the responsibility of the DSL to ensure it is completed annually and recorded on the Safeguarding page in HRIS.</p>
28. Former or Current Pupil.	<p>If an applicant is a former or a current pupil under the age 21 then a risk assessment is required.</p> <p>Both RT and hiring manager need to be involved in the risk assessment.</p>	RT and HM	<p>Points to consider:</p> <ul style="list-style-type: none"> • Safeguarding - relationships with current pupils. • Data - having access to current pupil data. • Professional distance
29. Single Central Record	<p>All Safer Recruitment Checks are recorded by RT in the ATS, Safer Recruitment Checks screen.</p> <p>Enter data to SCR as per style guide. (See Appendix 4A & 4B)</p> <p>Recruitment process is complete when:</p> <ul style="list-style-type: none"> • Contract has been issued, is signed, and returned. 	RT	<p>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</p> <p>SCR to be logged into HRIS and reviewed and</p>

	<ul style="list-style-type: none"> • Cascade record has been created. • All SCR checks are completed. • New starter documentation is completed and returned by the candidate <p>RT to hand the file to Recruitment Manager/HR Manager/HR Director for final authorisation.</p> <p>Once signed off the RT send the CLEARED TO START email to NP and HM that employment can commence.</p>		<p>reported on monthly for HMs.</p> <p>Candidates are not allowed to come on site to work until the CLEARED TO START email is issued from RT to HM</p>
<p>30. Access Requirements</p>	<p>RT to inform HR and HM of official start date, where the induction process can commence.</p> <p>All new staff will be required to visit the RT or HR to obtain their lanyard prior to the first day.</p> <p>No lanyards are to be issued to HM and/or line managers, only the staff member themselves, unless authorised by the RM.</p> <p>Should the staff member be based at a Non-Cheltenham Site, RT/HR have authorisation to provide this to them via Estates and or another member of staff who is visiting that site.</p>	<p>RT and HR</p>	<p>Lanyard colours</p> <ul style="list-style-type: none"> • Navy blue – anyone who has had full recruitment checks do not require supervision. • Orange – contractors who require supervision i.e., not had full recruitment checks. • Red – visitors require supervision.

Failure to follow the process or to bring an individual onto the premises without the approval of the Recruiting Team 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 seen in person. The DBS certificate must be an Enhanced DBS check for children, as this includes the Children's Barred List check.

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

Training

Employees who are involved in the recruitment process for the Foundation 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 based on conviction or other details revealed. The Foundation makes appointment decisions based on merit and ability. If an individual has a criminal record this will not automatically bar them 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.

Under the relevant legislation, it is unlawful for the school to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the school 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 school to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006.

Appendices:

1. Approved Nominated Persons
2. A. Safer Recruitment process overview
B. Safer Recruitment and Onboarding process
3. NEON process and request form
4. A. Single Central Record Compliance
B. SCR Data Entry Conventions
5. A. Supplier Letter of Assurance - Estates
B. Letter of Assurance - Recruitment Team

Appendix 1 - Approved Nominated Persons to submit request for new employees and non-employees on site (NEON)

R+ is used to request a vacancy where advertising is required. PRF is used for making changes to the contract of an existing employee in exceptional circumstances where advertising is not required (seek advice from Recruitment Team).

Requests will only be accepted from nominated staff listed below. Requests for NON-EMPLOYEES are to be requested via the electronic NEON form Appendix 3.

School	Employee or Non-Employee	Nominated Person
DCPS	Employees	Head Director of Choral Music ⁶
DCPS	Non-Employees	Deputy Head Director of Choral Music ⁷
DCS	Employees	Deputy Head - Academic Assistant Head Co-Curriculum ⁸ Deputy Head - Pastoral ⁹
DCS	Non-Employees	Assistant Head Co-Curriculum
DCSJS	Employees	Head
DCSJS	Non-Employees	Deputy Head
DCPPS	Employees	Head
DCPPS	Non-Employees	Head
DCAS	Employees	Head
DCAS	Non-Employees	Head
DCKHS	Employees	Head
DCKHS	Non-Employees	Head
Foundation	Employees	CEO ¹⁰ CFOO ¹¹ Ops Bursar ¹² HR Director ¹³ DoER ¹⁴
Foundation	Non-Employees	Internal Auditor & Bursary Manager
DCSL	Employees	Commercial Director ¹⁵
DCSL	Non-Employees	Commercial Director

⁶ Choral Scholar and Organ Scholar roles only

⁷ Lay Clerks

⁸ Co-curricular and sports coach roles

⁹ Pastoral roles only

¹⁰ Chaplaincy roles may be delegated to Foundation Chaplain

¹¹ IT roles may be delegated to IT Manager, Finance roles may be delegated to Finance Controller

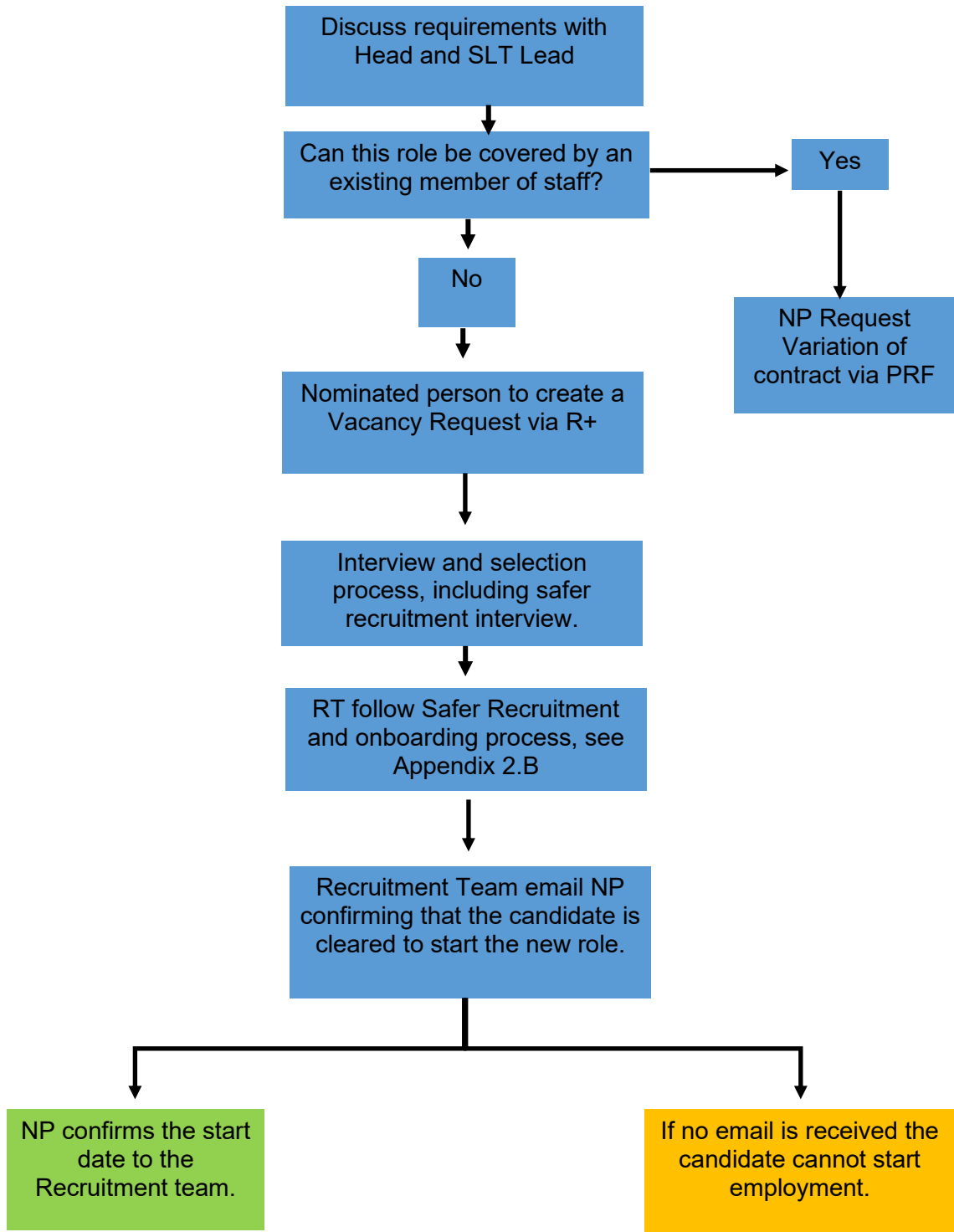
¹² Estates roles (Domestic Services may be delegated to the Operations Manager)

¹³ HR roles

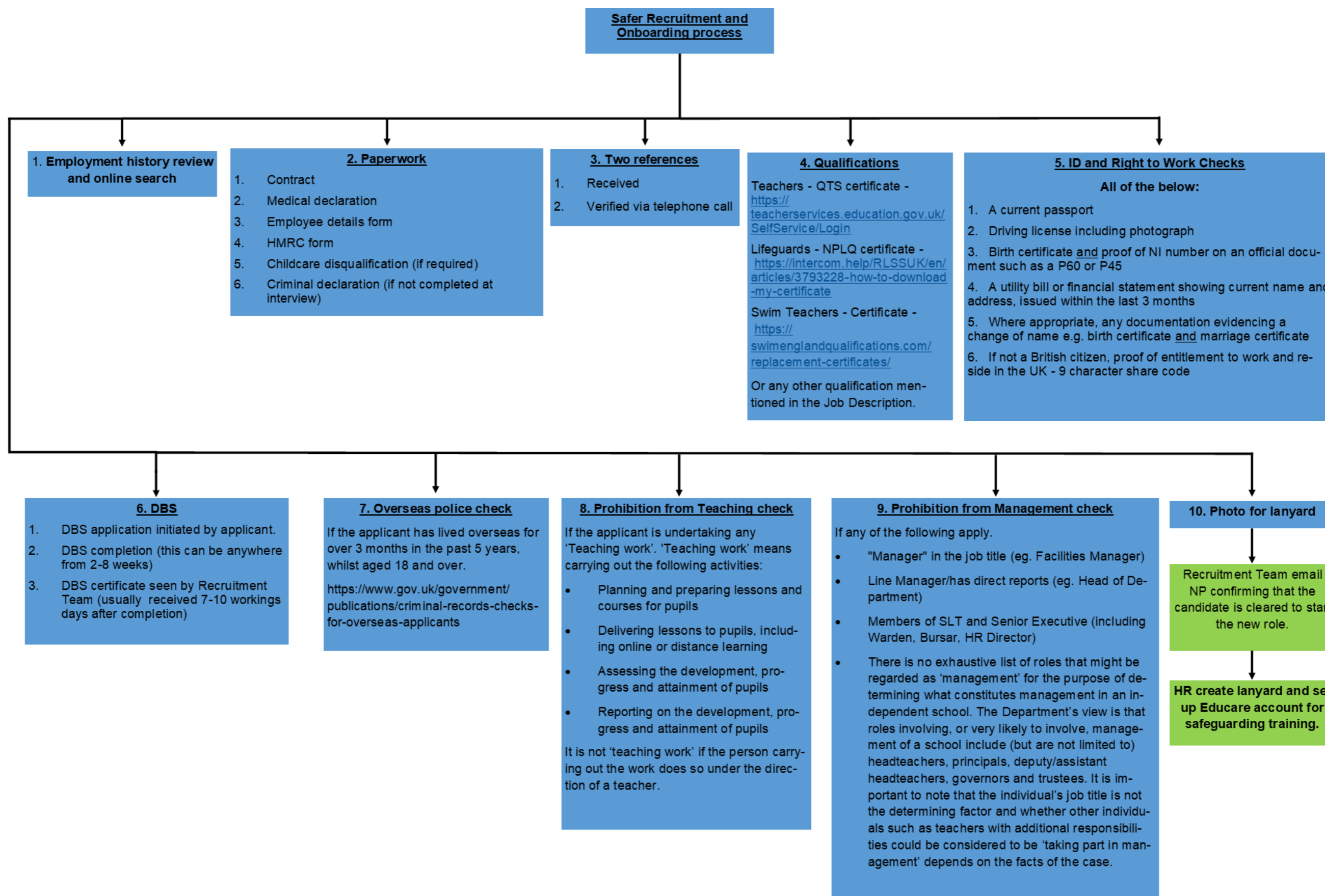
¹⁴ Marketing, Admissions and Development Department roles only.

¹⁵ Theatre Roles, Swimming Roles and C&C roles may be delegated to Theatre Manager, Swim School Manager, Commercial Manager and Head of Summer School and Short Courses respectively

Appendix 2.A - Safer Recruitment process overview for all employees



Appendix 2.B - Safer Recruitment and Onboarding process

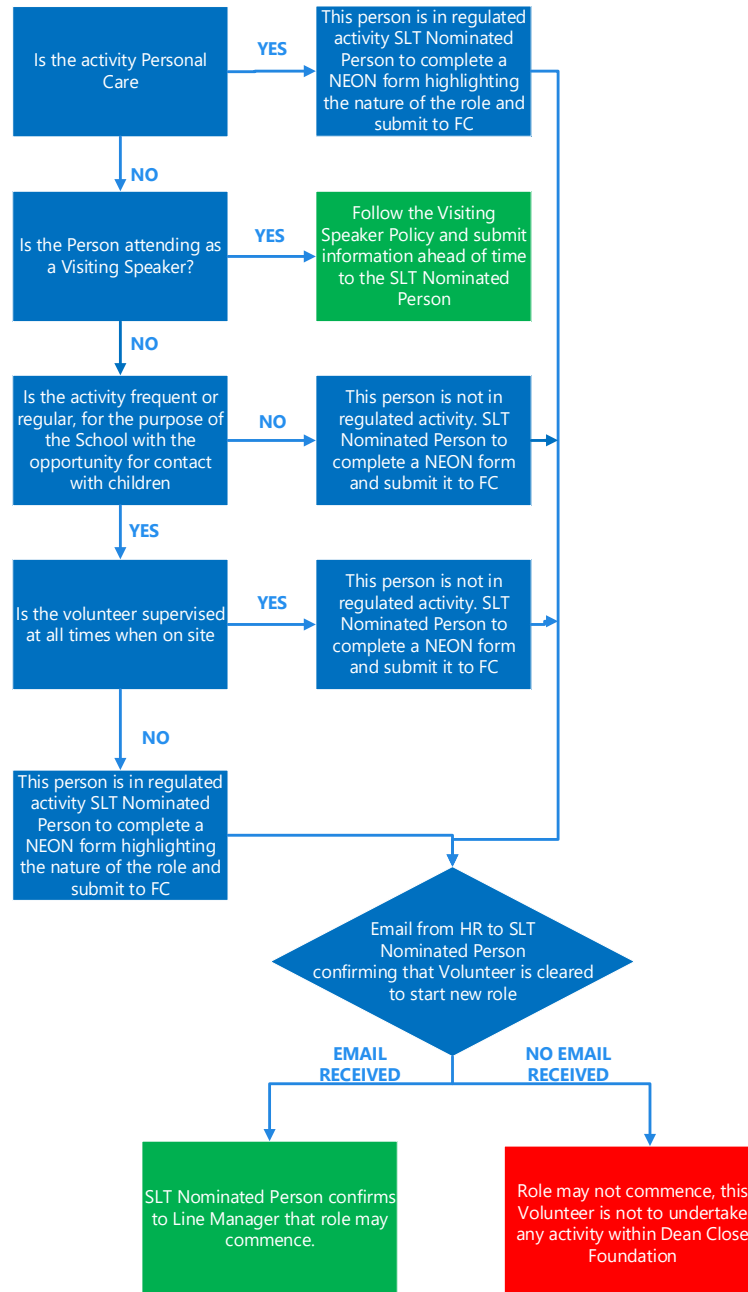


Appendix 3 - Non-Employees on Site (NEON) Process and Request Form

NON-EMPLOYEES are anyone who comes on site on a regular basis who are not employed by the Foundation. This includes, but is not restricted to, volunteers, readers, chaperones, people on temporary contract, suppliers, work experience, work placement. A NEON FORM is required for all **NON-EMPLOYEES**. Submissions will only be accepted when approved by the nominated person for the school Appendix 1.

NEON

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



Submitting a request for a NEON

A request for anyone who is not an employee to come onto the Foundation site must be submitted for financial authority and safer recruitment checks via a Microsoft Form using the [link](#). The form will require you to provide the following information about the Visit Details:

1. First Date on site
2. End Date on site (if known)
3. Regularity of visit
 - One-off
 - Daily
 - Weekly
 - Monthly
 - Other
4. NEON Full Name
5. Full Postal Address
6. Mobile Telephone Number
7. Email address
8. Business/Company Name
9. Business/ Company Website Address
10. Business/Company Telephone number
11. Main Contact at Dean Close
12. Reason for Visit
 - Taking lessons or activities with Children
 - Services directly for teachers
 - Services directly for operational staff
 - Other
13. Role Funding
 - Voluntary
 - Invoice Paid by DCF – NOT recharged to Parents
 - Invoice Paid by DCF – Recharge to Parents
 - Invoice Paid by another party (not DCF)
14. Activity Type
 - Regulated
 - Unregulated
15. Confirm which supervision statement applied
 - Supervised at all times
 - Not always supervised
16. Hiring Manager (main contact at Dean Close)
17. Please select the relevant authorising manager to you:
 - DCS – Deputy Head Ops
 - DCPS - Deputy Head Ops
 - DCPPS – Head
 - DCAS – Head
 - DCSJS – Deputy Head
 - DCKHS - Head
 - DCNL – Group Operations Manager
 - DCF Estates – Operations Bursar
 - DCF/DCSL - CFOO
18. Any other information for this NEON appointment (optional)
19. Any other information for this NEON appointment (optional)

Appendix 4.A Single Central Record Compliance Checks for Employees

NAME	
ROLE	
TEACHING ROLE	
MANAGEMENT ROLE	
Role	
School/Nursery (EYFS)	
Payroll Change Request Form Received	
Position	
Application Form Received	
Date Emp History Checked	
History checked By (3 Characters only)	
Appointment Start Date	
References	
Ref 1 Sent	
Ref 1 Received	
Ref 1 Verified	
Ref 1 Verified by (3 Characters Only):	
Ref 2 Sent	
Ref 2 Received	
Ref 2 Verified	
Ref 2 Verified (3 Characters Only)	
Proof of Qualifications	
Type of Quals Checked	
Quals Require Check?	
Date Quals Check	
Date Quals Expires	
Quals Check by	
Proof of Identity, Right to Work, & Address	
Type of Photo ID Check	
Passport/Licence Number	
Date ID Checked	
ID Checked By (3 Characters Only)	
Nationality	
RTW doc check (type)	
Issue Date of RTW Document	
Expiry Date of RTW Document	
RTW checked by (3 Characters only)	
Date RtW checked	
Address Document Type	
Address Document Check Date:	
Address Document Checked By:	
Overseas Check Required?	
DBS & Barred List Checks	
Date Barred List Check	
Checked By (3 Characters only)	
DBS (inc Section 142) Number	
Date of DBS Cert	
DBS Date Seen	
DBS Checked By (3 Characters only)	
Other Checks	
Date Prohibition Order Check (Mgt)	
Prohib Mgt chkd by	
Date Prohibition Order Check (Teaching)	
Prohib Teach chkd by (3 Characters only)	
Teacher Ref Number	
Childcare Disqual Declaration required?	
Medical (questionnaire date)	
Medical Fitness Declaration (Signed Date)	
Date Medical Checked	
Medical Check By (3 characters only)	
Additional	
Notes	
APPROVED TO START EMAIL SENT FROM HR?	
CONTRACT START DATE	
COMPLETED BY	
CHECKED BY	

Appendix 5.A - Supplier Letter of Assurance – Estates

To be completed on supplier/ letter headed paper

Private and Confidential

Recruitment Team
The Dean Close Foundation
Dean Close House
67 Lansdown Road
Cheltenham
GL51 6QD

Letter of Assurance – Confirmation of suitability checks for contractors/volunteers

Name of Employee:

Employee Date of Birth:

I,, confirm that the following pre-employment checks have been completed for the above-named employee of

The following checks have been carried out:

- Identity Check (copy of passport or driving licence supplied)
- Enhanced Disclosure with barred list checks

Certificate Number:

Date of issue:

- Right to work in the UK
- A check on relevant qualifications
- Reference checks
- Medical Fitness Declaration
- Prohibition from childcare (if relevant)
- Prohibition from teaching (if relevant)
- Prohibition from Management Order (if relevant)
- Overseas Checks (if relevant)

By signing below, I confirm that the above checks are accurate and up to date:

Name:

Position:

Date:



Appendix 5.B - Letter of Assurance - Recruitment Team

Private and Confidential

Recruitment Team
The Dean Close Foundation
Dean Close House
67 Lansdown Road
Cheltenham
GL51 6QD

[INSERT DATE]

Letter of Assurance for Contractors/Volunteers Working at The Dean Close Foundation

To whom it may concern,

Within the Dean Close Foundation, the safety and welfare of our students are our highest priorities. In accordance with the statutory guidance outlined in (KCSIE), all contractors working on our premises must comply with safeguarding and child protection requirements.

This letter serves to confirm that your organisation and its employees assigned to work at our school have undergone all required pre-employment checks to ensure the safety and suitability of individuals who may have access to children. Below is a checklist of the mandatory checks that must be completed and verified prior to commencing work:

By signing this letter, you confirm that the below checks have been completed for all personnel assigned to The Dean Close Foundation. You also agree to provide evidence of these checks upon request and notify the school immediately of any changes or concerns related to safeguarding. Please return a signed copy of this letter and the completed checklist to recruitment@deanclose.org.uk to commencing work on the school premises.

Thank you for your cooperation in ensuring the safety and wellbeing of our students.
Yours sincerely,

Adam Araujo
Recruitment Manager
The Dean Close Foundation
recruitment@deanclose.org.uk

Safeguarding Checks for Contractors

Candidate Name	
Company Name	

Check	Requirement	Completed (Y/N)	Date completed	Notes
Enhanced DBS Check	Disclosure and Barring Service (DBS), including certificate number, DBS status and date of issue			(Please provide DBS Details)
Identity Verification	Proof of identity (e.g. passport or driving license)			
Right to Work in the UK	Confirmation of eligibility to work in the UK			
Address verified	Dated within the last 3 months			
Prohibition from Teaching Check	If applicable (e.g. for contractors involved in teaching or teaching-related activities)			
Prohibition from Management Check	If applicable (e.g., for individuals in managerial roles)			
References	At least two professional references verified			
Suitability Declaration	Written confirmation of suitability to work with children			
Medical Fitness Declaration	Medically fit for the role			
Overseas Status Check	(if applicable)			
Qualifications	(if applicable and relevant to role)			
Employment History Review	Full history with any gaps explained			
Web/Internet Screening e.g. google searches	e.g. google searches, social media			

I confirm that all employees and subcontractors assigned to The Dean Close Foundation have undergone the required safeguarding checks as listed above and are compliant with (KCSIE) standards.

Signature:

Position:

Company:

Date:

Date of Issue: September 2025

Review Date: September 2026

Owner: HR Director