

Safer Recruitment and DBS Checking Policy

All Kings' policies will be ratified by the Board of Directors and signed by the Chairperson. Each policy will be co-signed by the principal of each school. Review dates will be similar for each school.

| Coordinator | Nominated Director | Chair of Board of Directors |
|------------------|-------------------------------------|-----------------------------|
| PRINCIPAL | DIRECTOR OF COLLEGE SERVICES | NIGEL PAMPLIN |

We believe this policy relates to the following legislation (click on the link below to access information):

- [Rehabilitation of Offenders Act 1974](#)
- [Data Protection 1998](#)
- [Employment Relations Act 1999](#)
- [Sex Discrimination \(Gender Reassignment\) Regulations 1999](#)
- [Part-time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#)
- [The Education \(Independent School Standards\) \(England\) Regulations 2014](#)
- [Fixed Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#)
- [Employment Equality \(Age\) Regulations 2006](#)
- [Work and Families Act 2006](#)
- [Safeguarding Vulnerable Groups Act 2006](#)
- [Employment Act 2008](#)
- [Equality Act 2010](#)
- [Protection of Freedoms Act 2012](#)

The following documentation and online guidance is also related to this policy (click on the link below to access information):

- [Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges \(DfE\)](#)
- [Boarding Schools – National Minimum Standards \(DfE\)](#)
- [Criminal record checks: guidance for employers](#)

We have a statutory duty to ensure safe recruitment of school personnel and volunteer helpers to this school as we are committed to safeguarding and promoting the welfare of all children. By creating a culture of safe recruitment that involves undertaking criminal record checks (DBS checks), barred list checks and prohibition checks plus obtaining references and other interview information for all prospective employees, we believe that this will help prevent, reject or identify those people who might abuse children.

The DBS provides the following checks namely:

Standard check: records of convictions, cautions, reprimands and warnings as found on the Police National Computer (PNC)

Enhanced check: as above plus other relevant information held by the police

Enhanced check with a Barred List check (child) and Enhanced check with a Barred List check (adult). Those people who are deemed unsuitable to work with children and vulnerable adults are placed on to either the Children's Barred List or Adults' Barred List.

We realise that the majority of school appointments are for personnel who will be responsible for the care and supervision of students on a regular basis known as regulated activity and as part of the process of safe recruitment all prospective employees will need to have an enhanced DBS check with barred list information.

Under no circumstances will we allow any individual to carry out any form of regulated activity if it comes to our attention that they have been barred.

We are aware that we do not have the power to request DBS checks and barred list checks or ask to see DBS certificates for visitors but we will ensure that all visitors are escorted whilst on school premises.

Also, we are aware that we have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. (Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE))

We have a duty to ensure that all volunteers in regulated activity must have an enhanced DBS certificate with barred list check. We will not allow any volunteer to work unsupervised with students or work in regulated activity without the necessary checks.

We wish to appoint the most suitable person for each vacant position regardless of age or perceived age, marital status, sex, racial or ethnic background, religion or belief, sexual orientation or disability. Also, we will take no account of an applicant's membership or non membership of a trade union.

We will consider any person with a criminal record equally with others applying for any vacant post at this school unless their DBS checks indicates that they present a risk to children.

We intend to deter prospective applicants and to identify and reject applicants who are unsuitable to work with children. Existing employees, employees on fixed or temporary contracts will be invited to apply.

We believe our recruitment and selection process is systematic, efficient, effective and equal.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

Aims

- To ensure compliance with all current guidance and legal requirements.
- To provide protection for children and vulnerable adults against those who might wish to harm them.
- To protect the interests of the school from those who may not be considered suitable to work with pupils and vulnerable adults.
- To ensure the practice of safe recruitment of school personnel and volunteer helpers.
- To ensure that a fair and legal recruitment procedure is in place.
- To work with other schools to share good practice in order to improve this policy.

Procedure

Role of the Board of Directors

The Board of Directors has:

- the responsibility of ensuring that the safe recruitment process complies with all current guidance and legal requirements;
- delegated certain powers and responsibilities to the Principal to oversee compliance with current guidance and legal requirements;
- delegated powers and responsibilities to the Principal to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;

- nominated a Director to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy and Kings Equality policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated the Director of College Services to visit the school regularly, to liaise with the Principal and the coordinator and to report back to the Board of Directors;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Principal

The Principal will:

- promote the safeguarding and welfare of children;
- ensure the school operates safe recruitment procedures;
- organise safe recruitment training for school personnel involved in recruitment;
- ensure all appointment panels to include one person who has successfully passed safe recruitment training;
- ensure all appropriate pre-employment checks are completed on school personnel, host carers and volunteer helpers;
- ensure contractors and agencies comply with this policy;
- ensure an up to date Single Central Record is maintained;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and necessary training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Board of Directors on the success and development of this policy

Role of the Director of College Services

The Director of College Services will:

- regularly visit the school's Director of Studies and Principal to ensure the policy is implemented effectively;
- report back to the Board of Directors

Safe Recruitment Procedure

"Kings Education is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment".

We will include the above statement in:

- all publicity material
- recruitment websites that we use
- advertisements in either print or online media
- person specifications
- job descriptions
- competency frameworks

When a post becomes vacant or is created then the following procedure takes place:

Job and Person Specification

- For every vacancy a job and person specification will be written and approved by the Principal.
- All job descriptions and person specifications will include this statement of Kings Education' commitment to safe recruitment:
"Kings Education is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment."

Job advertisement

- All vacancies will be advertised in an appropriate newspaper, journal, or website and will not be confined to those media which, because of their particular source of applicants, provide only or mainly applicants of a particular group.
- Advertisements may also be notified to the local job centre.
- All vacancies will also be posted on the Kings Education Website, internal notice boards and emailed internally to staff, in order to facilitate internal promotions wherever possible as development opportunities for staff.
- On occasions it may be decided to restrict advertisements to internal candidates only. Furthermore junior posts will always be advertised internally in the first instance, to provide continuous development of existing members of staff unless the Management team agrees that this is not appropriate due to the specialist skills required for the post involved.
- Vacancies which are restricted to internal candidates only will be clearly indicated on the advertisement. All internal candidates will be selected for interview on the same criteria as external candidates.
- Employees on maternity leave will receive all advertisements for posts advertised in Kings Education during their period of maternity leave.
- All advertisements will include this statement of Kings Education' commitment to safe recruitment:
"Kings Education is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment."
- All advertisements will also state that appointments are subject to satisfactory references, and Enhanced DBS check, confirmation of a candidate's right to live and work in the UK and that Kings is an equal opportunities employer.

Application

- All interested applicants will be provided with an application form, job description, person specification and will be directed to the Kings Education website for more information about the company.
- Application forms should include:
 - Full name
 - Date of Birth
 - Current address
 - NI number
 - Qualifications plus dates and awarding bodies
 - Full chronological history since secondary school (with any gaps in employment detailed)
 - Details of 2 referees
 - Explanation of exemption from Rehabilitation of Offenders Act. All criminal convictions etc must be declared.
 - Requirement to provide DBS disclosure
- All applications will be acknowledged within two weeks.

Short Listing and References

- Short listing will be undertaken by the appropriate sub-committee (this should include the line manager).
- All applications will be considered.
- Applicants will be short listed for the post if they suit the job description and person specification.
- Immediately after short listing, reference requests will be sent for those candidates short listed.

- All referees will be asked if there is any reason why the candidate should not work with children or if they have been involved in any staff conduct issues.
- All references will be checked for consistent information.
- The candidate will be asked to clarify any highlighted discrepancies.
- Those shortlisted will be informed immediately after the short listing process has taken place. Unsuccessful applicants will also be informed.
- Shortlisted candidates will be sent:
 - details of the interview process
 - directions to the place of interview
- Shortlisted candidates will be asked if they have a disability within the meaning of the Equality Act 2010 and if they require any particular adjustments to accommodate their particular needs.
- Candidates will be informed if they will have to undertake any skill tests as part of the interview.

The Interview

- Interviews will, ideally, be conducted by at least 2 members of staff (usually those on the sub-committee responsible for short listing).
- All candidates will be asked the same set of interview questions and their responses graded, in order to ensure consistency.
- All candidates will be assessed for their suitability to the post and their capability to safeguard and protect the welfare of students.

Job Offer

- The sub-committee who interview those shortlisted will identify a suitable candidate.
- A job offer will be made subject to the following Pre - Employment Checks for the Successful Candidate.

Pre - Employment Checks for the Successful Candidate

Before taking up the post the following checks will be undertaken on the successful candidate:

- References (2) – specifically asking whether a referee knows of any reason why a candidate should not work with children or young people under 18 years old;
- Proof of identity with current photographic ID and proof of address
- Provision of a Disclosure and Barring Service (DBS) disclosure (with a Barred List check) where the person will be engaging in regulated activity
- Proof that a candidate for a teaching vacancy is not subject to a prohibition order
- A barred list check if a DBS certificate is not available before an individual begins regulated activity
- Proof of qualifications
- Proof of a right to work in the UK
- Employment history references (verification of employment history including dates with company)

An appointment will not be confirmed until receipt of all of the above.

Terms and Conditions of Employment

The successful candidate will be sent:

- a letter offering them the job
- a statement of the terms and conditions of employment
- Kings Staff Handbook
- Any relevant teaching manual (relevant to department)
- Information about Kings policies and a link to their online location

- Kings HR policy manual
- Information about Kings company pension scheme
- Kings Our Values, Culture and Organisation guide

The successful candidate will sign and return the terms and conditions of employment, plus receipt of all other induction documentation.

Internal Promotions

If the successful candidate is a present member of staff then they will be sent:

- a letter confirming the variation to his or her terms and conditions including details of:
 - Start date of new position
 - Line manager
 - Salary

Induction

The induction programme for all newly appointed school personnel will include:

- All school policies dealing with the safeguarding of children and young people
- Safeguarding and Child Protection training
- Copies of the DCSF guidance on Safe Working Practice
- Fire Awareness training
- Health and Safety training

Probationary Period

- All new employees will be subject to a satisfactory probationary period during which their progress will be monitored by their line manager.
- Probation interviews will take place at the end of the probationary period to establish whether the employment should be confirmed, extended or terminated.

Recruitment of Host Carers (Homestay accommodation)

Host carers are not subject to the same recruitment process as regular members of staff, however, measures should be in place to ensure the recruitment of host carers complies with the National Minimum Standards for Boarding Schools. Prior to students under the age of 18 being placed with a host family the following should be in place/carried out:

- DBS check (as detailed below)
- References (2)
- Proof of identity with current photographic ID and proof of address
- Proof of a right to work in the UK
- Signed host agreement
- Homestay assessment and interview (in-house)
- Notification to Local Authority for those hosting students under 16 for 27 nights or longer (Private Fostering Agreement)

DBS Checks

DBS checks should be carried out as follows:

For the purposes of this policy the following is meant by the terms:

- **No Contact with students** – staff/visitors etc are only on school/residential premises when students are NOT

- **Contact with students (Supervised)** – accompanied AT ALL TIMES by a vetted member of staff
- **Contact with students (Not supervised)** – on school/residential premises at any time without supervision from a vetted staff member

| Group | No contact with students | Contact with students | | Type of DBS check |
|------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | Supervised | Not supervised | |
| New member of staff | | | • | Enhanced DBS certificate (with barred list check) must be obtained |
| New member of staff transferring from another school without a break in service (see below guidance) | | | • | No legal requirement to obtain an enhanced DBS certificate (with barred list check) |
| New volunteer | | • | | No legal requirement to obtain a new enhanced DBS certificate (with barred list check) but an enhanced DBS certificate may be obtained |
| | | | • | Enhanced DBS certificate (with barred list check) must be obtained |
| | • | | | Not in regulated activity but an enhanced DBS certificate may be obtained |
| Contractors | | | • | Enhanced DBS certificate (with barred list check) must be obtained |
| | • | | | No DBS check is required |
| Trainee teachers (student teachers) | | | • | Enhanced DBS certificate (with barred list check) must be obtained |
| Supply teachers and other temporary agency staff | | | • | An enhanced DBS certificate (with barred list check) must be obtained by the agency with written confirmation sent to the school |
| Directors and Kings Education/ Prime Group staff | | • | | No legal requirement to obtain a new enhanced DBS certificate (with barred list check) but an enhanced DBS certificate may be obtained |
| | | | • | Enhanced DBS certificate (with barred list check) must be obtained |
| | • | | | Not in regulated activity but an enhanced DBS certificate may be obtained |
| Host carer of students under 16 years old – staying for 27 nights or longer | | | • | Enhanced DBS certificate (with barred list check) must be obtained for every member of household over 16 years old |
| Host carer of students aged 16/17 years old and short term under 16 year olds (less than 27 nights) | | | • | Enhanced DBS certificate (with barred list check) must be obtained for every member of household over 16 years old |
| Host carer of students over 18 years old | • | | | No DBS check is required |
| Any of the above who have lived or worked overseas in the 5 years preceding employment | | | • | Overseas DBS equivalent should be sought from each country in which the candidate has lived/worked. Where this is not available a letter of good conduct should be sought from a recognised government authority in/of the country (i.e. Embassy, Police, Local Government etc) |

Please Note: in exceptional circumstances a staff member/volunteer etc may be required to commence work prior to their DBS certificate being available/issued. In this instance a Barred List check must be completed before any regulated activity takes place.

Where this is not possible, that staff member should be supervised by a vetted member of staff at all times until satisfactory checks are obtained.

Portability of DBS checks:

There is no requirement to obtain an enhanced DBS check if, in the **three months** prior to beginning work in their new appointment, the applicant has worked:

- in a school in England in a post which brought them into regular contact with children or in any post in a school since 12 May 2006;
- in a college in England in a position which involved the provision of education and regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18.

But an enhanced DBS check with barred list information should be requested, should there be any doubts or concerns, and bearing in mind the duty Kings is under not to allow a barred person to work in regulated activity.

For all other staff, and where it is not clear whether the DBS was issued by a school or college (i.e. for the same or similar work as will be carried out in their new role), an Enhanced DBS check should be sought, as detailed above.

DBS Updates Service:

A DBS certificate must be obtained from the candidate before or as soon as practicable after appointment. Alternatively, if the applicant has subscribed to it and gives permission, the school or college may undertake an online update check through the DBS Update Service.

Individuals can join the DBS Update Service when applying for a new DBS check; this will allow them to re-use this check when applying for similar jobs. With the individual's consent, their employer can go online and carry out a free, instant check to see if a new certificate is required: <https://www.gov.uk/government/collections/dbs-update-service-promotional-material>.

Staff should be encouraged to join the DBS Updates Service at the time of application for their initial DBS certificate or any subsequent checks done, if they have not already subscribed.

Kings will re-fund its staff the full cost of the DBS Updates Service subscription fee.

Re-checking of DBS certificates:

It is recommended that DBS checks for existing staff are carried out every 3 years. Where staff are subscribed to the DBS Update Service, re-checking can be carried out via a status check, where staff are not subscribed a full enhanced DBS should be carried out.

Single Central Record

We will keep a single central record of recruitment and record checks of:

- all teaching staff
- support staff
- supply/agency staff
- volunteers
- Board of Directors
- Contractors or those with regular unsupervised access to college grounds

The SCR will include details of (including when the check was carried out):

- Identity check*
- Barred list check*

- Enhanced DBS check*
- Secretary of State Prohibition Order checks (from teaching or management)*
- Criminal record checks on individuals who have lived or worked outside the UK in the preceding 5 years, for each country of residence (where countries do not have a DBS equivalent checking service a Letter of Good Conduct is sufficient)*
- Professional qualifications check*
- Right to work in the UK check*
- First aid training details
- Safeguarding training details
- Fire awareness/warden training details
- Contact details
- Emergency contract details
- Full Time or Part time contract and contract type

*required by law

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook
- the Staff Handbook
- the school website
- meetings with school personnel and volunteers
- reports such as the annual report to the Board of Directors

Student Consultation

We wish to consult our students and to hear their views and opinions as we acknowledge and support [Article 12 of the United Nations Convention on the Rights of the Child](#) that children should be encouraged to form and to express their views.

Student consultation is integral to our process of regular self-evaluation and continuous improvement and will take place in a variety of ways.

The methods will include:

- A Student Forum/ Student Council (which will meet regularly and also be consulted by the Principal)
- An appointment system and means of contact with the Principal and key staff members
- Operating an 'open door' policy in school whenever possible
- Student Questionnaires (on a variety of matters relating to the school and/or and social issues)
- Open Class discussion (on a variety of matters relating to the school and/or and social issues)
- Suggestion Box (allowing anonymity if desired)

Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends a course at Kings will be encouraged and given the opportunity to provide feedback on every aspect of school life during their stay with us.

A separate policy exists for student consultation which explains these processes in more detail.

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive information on this policy on induction

- receive periodic updates so that they are kept up to date with new information

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Principal and the nominated director.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Board of Directors for further discussion and endorsement. (See Policy Evaluation)

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation. This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

| This policy affects or is likely to affect the following members of the school community (✓) | | Pupils | School Personnel | Parents/ carers | Directors | School Visitors | Wider School Community | | | |
|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------|------------------|-----------------|------------------------|-----------------|------------------------|--------------------|-----------------------------------------------------------|-----------|
| | | | ✓ | | | ✓ | | | | |
| Question | Protected Characteristics | | | | | | | Conclusion | | |
| Does or could this policy have a negative impact on any of the following? | Age | Disability | Gender | Gender identity | Pregnancy or maternity | Race | Religion or belief | Sexual orientation | Undertake a full EIA if the answer is 'yes' or 'not sure' | |
| YES | | | | | | | | | Yes | No |
| NO | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ |
| UNSURE | | | | | | | | | | |
| Does or could this policy help promote equality for any of the following? | Age | Disability | Gender | Gender identity | Pregnancy or maternity | Race | Religion or belief | Sexual orientation | Undertake a full EIA if the answer is 'no' or 'not sure' | |
| YES | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | Yes | No |
| NO | | | | | | | | | | ✓ |
| UNSURE | | | | | | | | | | |
| Conclusion | We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required. | | | | | | | | | |

Annual Policy Review Sheet - Appendix A:

| Review Date | Primary Reviewer Name (Policy Coordinator) |
|-------------|--------------------------------------------|
| | |

This Appendix A should be completed **annually** by the Policy Coordinator and Principal with specific details of each individual Kings college.

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Date of Last Review: | |
| Date of Next Review: | |
| Is this policy being implemented fully, with all outlined procedures followed as prescribed? | YES/NO |
| Is the SCR up to date, with all relevant information held for all staff? | YES/NO |
| Have all staff/volunteers/host etc got valid DBS certificates? | YES/NO |
| Number of staff subscribed to Updates Service | 00 |
| Number of staff with Safer Recruitment training | 00 |
| If this policy is not being implemented fully, as prescribed, please outline what you have put in place instead and the reasons behind the change... | |
| How are staff made aware of this policy? | |
| Does this policy require any specific/specialised training for staff, if yes please specify what it is and whether it has been done? | |

Monitoring the Effectiveness of the Policy

The information in this policy and appendix will be reviewed annually by the Principal, or when the need arises, and the necessary recommendations for improvement will be made by the Principal to the Board of Directors.

Please comment on the overall effectiveness of this policy – giving any suggestions or recommendations for improvement...

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|-------------------------------------|--------------------|--------------|------------|
| Coordinator: | | Date: | |
| Principal: | | Date: | |
| Chair of Board of Directors: | <i>Nigel Smith</i> | Date: | 01/01/2015 |
| Name of School: | | | |
| Next Review Date: | | | |

Appendix a – Recruitment Procedure

Recruitment Process – flow chart

This process should be followed in the order specified below



Recruitment Process – task allocation

Unless agreed otherwise with Principal, the below outlines those responsible for tasks in the recruitment process. All appointments should be agreed with the Principal before they are advertised.

| LINE MANAGERS | HR MANAGER |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Job Description/ Person Specification • Application Form/CV • References • Interview • <i>New Employee Recruitment Checklist</i> • <i>Offer Letter</i> • <i>Departmental Induction Checklist</i> | <ul style="list-style-type: none"> • Job advertisements • Induction and recruitment documents • DBS checks/ overseas criminal record checks • Contracts • HR files • SCR • <i>New Employee HR Checklist</i> • <i>Pre-Start Information Letter</i> |

Required for Recruitment – no pro-forma document

| | |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Interview | <ul style="list-style-type: none"> ✓ Interview questions designed by Line Manager ✓ Questions should be the same for all candidates ✓ Notes should be taken at interview for use when comparing candidates (a rating of 1-10 for each question is recommended by HR Policy Manual) ✓ More than one person should be present for interviews and should have a copy of the interview questions – unless agreed otherwise with Principal/senior management |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Recruitment Documents – with pro-forma

| | |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Description and Person Specification | <ul style="list-style-type: none"> ✓ Written by Line Manager ✓ Must include Kings Safeguarding Statement ✓ Job description must detail main duties and responsibilities of the role ✓ Person specification should outline qualifications and experience required for the role |
| Job Advertisement | <ul style="list-style-type: none"> ✓ Written by Line Manager – based on Job Description and Person Specification ✓ Must include Kings Safeguarding Statement ✓ Should be always be advertised internally ✓ If only advertised internally – this must be stated on the advert ✓ Roles will only NOT be advertised internally where the management team agrees it is not appropriate due to specialist skills requirements ✓ Should be advertised on Kings website |

| | |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Application Form | <ul style="list-style-type: none"> ✓ Sent by Line Manager ✓ Full form |
| Application Form – to accompany CV | <ul style="list-style-type: none"> ✓ Sent by Line Manager ✓ Can be used when an applicant has presented a comprehensive CV with no gaps in employment history ✓ To be attached to CV |
| Application Form – returning staff | <ul style="list-style-type: none"> ✓ Sent by Line Manager ✓ Used for staff who have worked for Kings before such as returning EFL or summer staff ✓ Should not be used for staff who have been away for more than 1 year |
| Reference Request Form | <ul style="list-style-type: none"> ✓ Sent by Line Manager ✓ Two versions – for teaching and admin & activities staff ✓ Should be sent at time of short-listing candidate for interview ✓ Formal offers of work should not be made until 2 references have been returned |
| New Employee Recruitment Checklist | <ul style="list-style-type: none"> ✓ Completed by Line Manager ✓ Approved by Principal and HR Manager (will cover any amendments that have been made to original advertisement) ✓ Used to create Offer Letter and Contract ✓ Salary information passed to Bursar (by HR) ✓ Training requirements specified (for HR use) |
| Offer Letter | <ul style="list-style-type: none"> ✓ Completed and sent by Line Manager ✓ Pro-forma should be used, but additional information specific to the role and departmental induction can be included ✓ Should be copied/forwarded to the HR Manager – including response |
| Welcome Letter | <ul style="list-style-type: none"> ✓ Sent by HR Manager ✓ Explains to candidate recruitment/induction paperwork and DBS procedure |
| Employee Personal Details Form | <ul style="list-style-type: none"> ✓ Sent by HR Manager ✓ Completed by candidate ✓ Sent to bursar for payroll information ✓ Details added to SCR |
| HMRC Starter Checklist (replaced P45) | <ul style="list-style-type: none"> ✓ Sent by HR Manager ✓ Completed by candidate ✓ May accompany a P45 issued in the same tax year (where available) |
| Children’s Act Form | <ul style="list-style-type: none"> ✓ Sent by HR Manager ✓ Completed by candidate |

| | |
|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Letter of Good Conduct Template | <ul style="list-style-type: none"> ✓ Sent by HR Manager ✓ Candidate can use to obtain a letter of good conduct – where an official Police check is not available |
| Receipt of Induction Documents Form | <ul style="list-style-type: none"> ✓ Sent by HR Manager ✓ Completed by candidate ✓ Draws candidates attention to key information |
| New Employee HR Checklist | <ul style="list-style-type: none"> ✓ Completed by HR Manager ✓ Checks all documents have been issued and completed ✓ Checks that all information is stored on SCR and in personnel file ✓ Checks training and workspace requirements are in place |
| Pre-Start Information Letter | <ul style="list-style-type: none"> ✓ Sent by HR Manager ✓ Gives new starter information about DBS Updates Service, login details, Fire Awareness/Warden training and Child Safeguarding training ✓ This should be copied to the Welfare Officer, IT Manager and Andy Poole (for those requiring Class access) |
| Departmental Induction Checklist | <ul style="list-style-type: none"> ✓ Completed by Line Manager ✓ Checks that key elements of induction are covered |

Documents - to be issued to new staff

| |
|------------------------------------------------------------------------|
| Kings Staff Handbook |
| HR Policy Manual |
| Our Values, Culture and Organisation Handbook |
| Kings Policies Quick Reference Guide and link to full policy documents |
| College Organogram |
| Kings Pension Scheme info |
| Health and Safety Information |