



Safer Recruitment Policy

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Commitment

The Greenbank Project (referred to as Greenbank) is committed to safeguarding, protecting and promoting the welfare of all children, young people and vulnerable adults in its care.

The safe recruitment of staff is the first step to safeguarding, protecting and promoting the welfare of all children, young people and students.

Greenbank expects all staff, Board of Trustees and volunteers to share this commitment.

Introduction

The purpose of this policy and procedures is to set out Greenbank's commitment to fair, safe and effective recruitment and selection of new and existing employees. Greenbank is an equal opportunities employer and will not discriminate unlawfully against anyone, but will select the best person for the job in terms of qualifications and abilities.

We are committed to safer recruitment practices that:

- deter prospective applicants who are unsuitable to work with children, young people or vulnerable adults
- identify and reject applicants who are unsuitable to work with children, young people or vulnerable adults
- prevent and deter inappropriate behaviours by providing on-going supervision, training and support to all staff and volunteers

Guiding Principles

- All recruitment and selection procedures must comply with all current legislation and specifically the guidance set out in Part 3 of Keeping Children Safe in Education
- A job description and person specification must accompany each vacancy.
- All members of the recruitment panel should be familiar with this policy and the accompanying selection and recruitment procedures.
- At least one person on each appointment panel should have undertaken full Safer Recruitment Training in keeping with the requirements of the Safer Recruitment Consortium and Keeping Young people Safe in Education (DfE). This should be noted on the successful candidate's personnel file checklist. Refreshing this training at regular intervals and following significant changes in statutory guidance should support practice to remain effective.

- Greenbank’s Safer Recruitment Procedures sets out further guidance for appointments of those working with children, young people and vulnerable adults. For example:
 - a curriculum vitae will not be accepted in lieu of an application form
 - shortlisted applicants will be required to declare any cautions and convictions, etc. that are not protected [amendments to the Exceptions Order 1975 (2013 and 2020)] prior to interview
 - open references will not be relied upon and will be subject to confirmation from the referee
 - all references must include a statement about someone’s suitability to work with children, young people and vulnerable adults
- Equality monitoring is at the heart of our equal opportunities policy. Monitoring information in relation to job applicants will be to assist us in equality monitoring. The recruitment panel will not have access to job applicant’s monitoring information.
- All suitably qualified disabled applicants who meet the essential requirements of a post will be invited for interview where practical. Appropriate adjustments will be made to the interview arrangements where necessary.
- Every applicant must be assessed consistently against the criteria identified on the person specification and/or job description. The selection panel must look for relevant objective evidence on which to make a decision.
- Questions asked of applicants must relate to the requirements of the post and should not be discriminatory, offensive or in any way off-putting to any person or group.
- The **Equality Act 2010 (Section 60)** prevents employers from asking applicants about their health or attendance before making an offer of appointment. Questions relating to the applicant's health or sickness absence history must not be asked at the interview stage. Only appropriate information should be sought to enable the candidate to participate in the interview process.
- At the end of the interviews panel members will have recorded evidence of how each candidate has met the selection criteria. Analysis and assessment against the college’s scoring system will take place so that fair and justified decisions are made.
- The panel will then reach an agreement on which candidate is to be appointed.
- Short summative verbal feedback should be offered to unsuccessful shortlisted candidates if requested.
- All posts are subject to a fully completed application form, satisfactory employment references, medical clearance, evidence of the applicant’s right to work in the UK and evidence of the required qualifications and any further relevant pre-employment checks set out in Keeping Young people Safe in Education, including an Enhanced Disclosure and Barring Service (DBS) check, a Barred List check for those working in Regulated Activity, a prohibition check for those in teaching positions, overseas criminal checks including overseas teacher sanctions, etc.
- The verbal offer of employment and the initial offer letter are conditional on all the required checks being completed. Candidates should be advised not to

resign until their post is confirmed, and all relevant checks must have been completed.

- The college will keep a record of the pre-employment checks carried out on the successful candidate and these will be included within the college’s Single Central Record. Evidence of the checks undertaken (where appropriate to do so) will be kept in the individual’s personnel file.
- All new employees will receive a mandatory safeguarding induction in keeping with the DfE guidance Keeping Young people Safe in Education and evidence of this will be retained in the individual’s personnel file.
- Any complaints made in relation to the recruitment and selection process will be dealt with under the grievance procedures for internal candidates and college’s complaints policy for external applicants.
- When asked to provide a reference for a current or former employee, we will ensure that the information provided confirms whether we are satisfied with the applicant’s suitability to work with young people, and provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold. We will not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious. As references are an important part of the recruitment process, they will be provided in a timely manner.

Recruitment and selection procedures

	Recruitment Procedures	Date
1.	At annual budget setting meeting, all current and future positions are reviewed and approved	
2.	Job description and person specification drawn up (reference to safeguarding children, young people and vulnerable adults and appropriate behaviours should be included in all relevant posts)	
3.	Job description, person specification and salary range agreed by Senior Leadership Team (SLT) and whether the post ought to be held for redeployment. Job description and person specification should include statements about the safeguarding responsibilities of the post as set out in paragraph 209 “ <i>the skills, abilities, experience, attitude, and behaviours required for the post; and the safeguarding requirements, i.e. to what extent will the role involve contact with young people and will they be engaging in regulated activity relevant to children.</i> ”	
4.	Appointments panel agreed with a minimum of two members who has been safer recruitment trained. (Panel members should remain the same for each stage of the process). Selection methods agreed. Closing date, short-listing date and interview dates agreed.	

	Recruitment Procedures	Date
5.	<p>Advert drawn up and agreed by SLT in line with the detail set out in paragraph 210 of Keeping Children Safe in Education. For posts working with children, young people and vulnerable adults, this should include the agreed statement <i>'Greenbank college is committed to safeguarding and promoting the welfare of children, young people and adults and we expect all staff and volunteers to share this commitment to keeping children, young people and adults safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, standard or enhanced DBS (according to role). This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview.'</i> Include information within the advert about the post being exempt from the <u>Rehabilitation of Offenders Act 1974</u>, and candidates must disclose any relevant criminal history unless it is regarded as 'spent' and are protected (amendment in 2013 and 2020).</p>	
6.	<p>Application pack prepared to include: an application form (which includes all points set out in paragraph 213) with guidance notes, job description and person specification and details of any probationary period, information about the organisation and recruitment of ex-offenders and terms and conditions relating to the post. Applicants from overseas should be advised to obtain an overseas criminal check and for teachers, a letter of professional standing from the professional regulating authority in which the applicant has worked before they apply for a visa as the post is in the education sector.</p> <p>The candidates shortlist letter should also include the college's Child Protection policy, Code of Conduct – Safer Working Practices Guidance and guidance that requires the disclosure of non-protected cautions and convictions. Candidates should be signposted to the college website which contains further safeguarding policies. They should be advised that CVs will not be acceptable for these types of posts. In addition, references will always be required from their current employer and settings where they have worked with young people. Include information within the candidate's pack that as per Keeping Young people Safe in Education, online searches may be conducted on shortlisted candidates.</p>	
7.	<p>The application form will need to request the following information:</p> <ol style="list-style-type: none"> a. Details of the applicant including current and former names, current address and national insurance number and/or proof to work in the UK. b. A statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position they are applying for with the details of the awarding body and date of award. c. Details of their present (or last) employment and reason for leaving. d. A full educational, training and work history in chronological order since leaving secondary education with any gaps explained. e. Details of two referees. One referee must be the applicant's current or most recent employer and not family members. 	

	Recruitment Procedures	Date
	<p>f. An explanation that the post is exempt from the <u>Rehabilitation of Offenders Act 1974</u> and that if the applicant is shortlisted all convictions, cautions, reprimands and final warnings, including those regarded as 'spent' must be declared prior to interview unless protected (amendment in 2013 and 2020)</p> <p>g. A declaration that the person has no convictions, cautions, final warnings or reprimands. Where these exist, details of the offence including dates should be provided by shortlisted candidates and will be discussed further at interview.</p> <p>h. Where the candidate needs to declare any convictions, cautions, reprimands or final warnings they should be advised that they will be asked to provide full details if they are invited for interview and this information will not be requested or considered until this point.</p> <p>i. A declaration that should they provide false information or omit any material fact they will be liable to dismissal if appointed and possible referral to the police.</p>	
8.	Post advertised.	
9.	<p>Shortlist applicants. The selection panel should identify those applicants who meet the criteria based upon their application form and personal statement. A scoring system should be used to assess each applicant against the criteria on the person specification. The panel should consider any inconsistencies and identify any gaps in employment and reasons provided to allow the opportunity to explore these further at interview.</p> <p>Provision should be made for disabled candidates to attend interview.</p>	
10.	As part of the shortlisting process, consider carrying out an online search on the shortlisted candidates as part of due diligence which may help to identify any incidents or issues that have occurred and are publicly available online, which the college may want to explore with the applicant at interview.	
11.	Short listed applicants should be asked to complete a self-declaration in relation to all relevant convictions, adult cautions or other matters which may affect their suitability to work with children, young people and vulnerable adults, including those regarded as 'spent' unless they are protected. Short listed applicants should be signposted to the <u>Ministry of Justice website</u> for support in understanding what they are required to declare. Forms should be returned prior to interview. Declarations should be considered prior to interview to allow the information disclosed to be discussed with the candidate during the interview process.	
12.	When invited to interview, short listed applicants should be asked to bring identifying documents and evidence of qualifications (where required) to the interview day. They should also be asked to sign their completed application form if submitted electronically.	

	Recruitment Procedures	Date
13.	<p>References should be requested prior to interview for all short-listed candidates whose posts will bring them into contact with children, young people and vulnerable adults. Appointments will not be made until satisfactory references have been recovered.</p> <p>All reference requests should ask:</p> <ol style="list-style-type: none"> a. confirmation of details of the applicant’s current/previous post (s) including salary, job title, dates of employment and reason for leaving b. about the referee’s relationship with the candidate, how long they have known them and in what capacity. If the reference is from a current or previous employer it should be from an appropriately senior member of the relevant organisation / headteacher. If the referee is college or college based, the reference should be confirmed by the headteacher/principal as accurate in respect of any disciplinary investigations. c. specific verifiable and relevant comments about the applicant’s performance history and conduct. d. whether the referee is satisfied that the candidate has the ability and is suitable to undertake the role in question e. whether the referee is completely satisfied that the candidate is suitable to work with young people, and, if not, for specific details of the referee’s concerns. f. details of any disciplinary procedures the applicant has been subject to in which the sanction is still current. g. details of any disciplinary procedures the applicant has been subject to which related to the safety and welfare of young people, including any in which the disciplinary sanction has expired and the outcome of those. <p>References should be carefully checked against the application form for any discrepancies or anomalies. The references should be scrutinised before interview to consider any past behaviours, allegations and differences between the skills, responsibilities and experiences set out by the referee and candidate.</p> <p>References should always be verified with the person who provided the reference and college must ensure that electronic references are from a legitimate source.</p> <p>Any omissions and or vague statements should always be followed up with the referee. Notes should be taken of any conversation and added to the personnel file.</p> <p>Further references may need to be taken up particularly if they are relevant to a post working with children, young people and vulnerable adults.</p>	

	Recruitment Procedures	Date
14.	The panel should agree a set of questions to ask all candidates that cover the key aspects of the role and specifically those characteristics in the person specification that need testing out at interview. In addition to interview questions, the panel should also agree other selection techniques they feel appropriate to the role e.g. lesson observations, written and/or data tasks, presentations, etc.	
15.	All candidates should be asked questions to include their attitude and motivation towards working with young people and young people and their ability to support the organisation to safeguard and promote the welfare of children, young people and vulnerable adults. Paragraphs 224 and 225 provide further detail. Paragraph 224 states that questions should include <i>“finding out what attracted the candidate to the post being applied for and their motivation for working with children, young people and vulnerable adults; exploring their skills and asking for examples of experience of working with children, young people and vulnerable adults which are relevant to the role; and probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.”</i> The panel should agree further questions to ask individual candidates based upon issues raised in their personal statement, references and application form including any gaps or discrepancies identified. Towards the end of the interview any cautions and convictions etc. declared by the candidate should be discussed.	
16.	Prior to interview, all references recovered will be shared with the interview panel for consideration.	
17.	The appointments panel should select the successful candidate using the agreed scoring system. Each panel member will have been provided with a grid setting out each question, possible positive and negative answers and the scoring system.	
18.	The successful candidate should receive a verbal offer, conditional to all the required checks being completed. They should be advised they will receive a conditional offer letter and that they shouldn't resign until they receive their confirmation letter with their start date, contract and particulars.	
	<p>The personnel file should evidence that all the required checks have been completed.</p> <p>All new starters will be required to complete a DBS check, this may be enhanced or standard depending on the role within Greenbank.</p> <p>If they already have a current certificate (issued within the last three years) then this will be recorded whilst a new application is being processed. Once a new certificate has been received this must be shown to the Designated Safeguarding Lead to be recorded on the SCR.</p> <p>If they do not have a current DBS certificate they will not be allowed to start work at Greenbank until the application has been processed and a new</p>	

	Recruitment Procedures	Date
19.	<p>certificate has been issued. It is then the responsibility of the staff member to register themselves on the update service within 30 days of the issue date printed on the certificate, Greenbank will cover the annual cost of this.</p> <p>Keeping Children Safe in Education sets out the following pre-employment checks which must be carried out by colleges:</p> <ul style="list-style-type: none"> • Verify a candidate’s identity. This includes being aware of the potential for individuals changing their name. Best practice is checking the name on their birth certificate, where this is available. Identification checking guidelines can be found on the GOV.UK website; • Obtain (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity). • Verify the candidate’s mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role; • Conduct checks on every person’s right to work in the UK, including EU nationals, other overseas nationals and British citizens. Employers should not discriminate when conducting these right to work checks. If there is uncertainty about whether an individual needs permission to work in the UK, then prospective employers should follow advice on the GOV.UK website; • If the person has lived or worked outside the UK, make any further checks the college considers appropriate (see paragraphs 279 - 284 of Keeping Young people Safe in Education). <i>‘Individuals who have lived or worked outside the UK must undergo the same checks as all other staff (set out in paragraph 231)... ..In addition, colleges must make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered’</i> • Where the individual has taught outside of the UK, confirm that there are no sanctions against them by obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the individual has worked confirming that they have not imposed any sanctions or restrictions, or that they are aware of any reason why they may be unsuitable to teach. Advice regarding regulatory or professional bodies is available from the National Recognition Information Centre for the United Kingdom. Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the Regulated Professions database. Applicants can also contact the UK Centre for Professional Qualifications who will signpost them to the appropriate EEA regulatory body. • Ensure all appropriate checks are made when <u>recruiting people from outside the UK</u> • Verify professional qualifications, as appropriate. The <u>Teaching Regulation Agency’s Employer Access Service</u> system should be used to verify the award of qualified teacher status (QTS), and the completion of teacher induction or probation; 	

	Recruitment Procedures	Date
	<ul style="list-style-type: none"> Confirm that the individual (if employed to carry out teaching work) is not prohibited from teaching by the Secretary of State (paragraph 252), or any sanction or restriction imposed (that remains current) by the GTCE (paragraph 254) before its abolition in March 2012; Independent colleges, including academies and free colleges, check that a person taking up a management position as described at paragraph 255 is not subject to a Section 128 direction made by the Secretary of State Paragraph 256 describes that <i>'There is no exhaustive list of roles that might be regarded as 'management' for the purpose of determining what constitutes management in an independent college. The Department's view is that roles involving, or very likely to involve, management of a college include (but are not limited to) headteachers, principals, deputy/assistant headteachers, governors and trustees. It is important to note that the individual's job title is not the determining factor and whether other individuals such as teachers with additional responsibilities could be considered to be 'taking part in management' depends on the facts of the case.'</i> <p>The Childcare Act 2006 sets out that where applicable, a disqualification check may be required to ensure the individual is not disqualified under the Childcare (Disqualification) Regulations 2018. Further information can be found here and at paragraphs 262-266.</p> <p>Once all the pre-employment checks are completed the candidate can receive an offer letter contract and start date. All posts are subject to a 6 months probationary period.</p>	
20.	<p>The date on which all pre-employment checks were completed is recorded on the individual's personnel file and evidence of the checks, where appropriate is retained. Greenbank will ensure all documents and checks are evidenced within the file. In order to comply with the DBS Code of Practice copies of DBS certificates will not be retained except in exceptional circumstances. Where a copy is retained, Greenbank will note on the personnel file the rationale for keeping a copy and make arrangements to securely dispose of the certificate after 6 months.</p>	
21.	<p>Appropriate induction activities should be provided for all new employees. All staff should read and understand key guidance including Keeping Young people Safe in Education and Safer Working Practices guidance. Provision of these documents sit alongside a full safeguarding induction provided by the Designated Safeguarding Lead. The safeguarding induction checklist should be completed and placed on their personnel file.</p>	

Induction and Safeguarding Training

Upon successful recruitment, all new employees must undergo a comprehensive safeguarding induction before the start of employment. This includes reading and

confirming understanding of key safeguarding documents such as Greenbank policy, *Keeping Children Safe in Education (KCSIE)* and *Safer Working Practices*. This induction ensures all staff are aware of their responsibilities in protecting children, young people, and vulnerable adults. The induction consists of the following:

1. **Review of Key Documents:** New employees must read and acknowledge understanding of safeguarding policies, including Greenbank policy, KCSIE and Safer Working Practices.
2. **Safeguarding Induction:** Led by the Designated Safeguarding Lead (DSL), this session will outline safeguarding responsibilities, reporting procedures, and staff roles in ensuring the safety and welfare of children and vulnerable adults.
3. **Induction Checklist:** A checklist will document the employee's participation, which should be signed by both the employee and the DSL. A copy will be placed in the employee's personnel file.

The induction is a priority, forming the foundation for staff roles in maintaining a safe environment at Greenbank. Any gaps in safeguarding knowledge or understanding will be addressed during this process.

DBS & Volunteer Check Procedures

1. **DBS Checks:**
 - All new employees will undergo an **enhanced DBS check** (including the **barred list**, if applicable). If the applicant has a DBS certificate issued within the last 3 years, Greenbank will validate the certificate and ensure it is recorded in the **Single Central Record (SCR)**.
 - Staff without a current DBS will not be allowed to start until the check has been completed and verified.
 - Once the DBS certificate is issued, staff must register with the **Update Service** within **30 days**. The Designated Safeguarding Lead (DSL) will ensure the DBS check is recorded appropriately.
2. **Volunteers:**
 - Volunteers are subject to the same recruitment and vetting procedures as staff, including **DBS checks** for those in regulated activity.
 - Volunteers who have not worked with Greenbank for three consecutive months must complete a new DBS check before returning to work.
 - Volunteers will not be allowed to have unsupervised contact with students until the necessary checks are complete.

Ongoing Employment and Safeguarding Support

Greenbank recognises that safer recruitment and selection is not just about the start of employment but is part of a broader, ongoing commitment to safeguarding

throughout the employment lifecycle. To ensure that all staff remain fully equipped to protect children, young people, and vulnerable adults, Greenbank will provide continuous training and support as part of the Annual Review/appraisal procedure.

- All staff will undergo regular safeguarding training and attend refresher courses as part of the annual review/appraisal process.
- Annual reviews will assess each individual's understanding of safeguarding policies and identify any areas for further development.
- The Designated Safeguarding Lead (DSL) will work closely with staff members to ensure they receive appropriate and timely training and support.
- Continuous professional development focused on safeguarding and welfare will be an integral part of every employee's personal development plan, ensuring they remain up-to-date with relevant policies and practices.

Leaving Employment at Greenbank

Despite the best efforts to recruit safely there will be occasions when allegations of serious misconduct or abuse against children, young people and vulnerable adults are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks Greenbank also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at Greenbank despite being barred from working with children, young people or vulnerable adults
- has been removed by Greenbank from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to a child, young person or adult

Leaving Employment & Safeguarding Considerations

Greenbank recognises the importance of safeguarding throughout an employee's tenure, including during their departure from the organisation. If any serious safeguarding concerns arise during an employee's departure, the following actions will be taken:

- **Referral to the Disclosure and Barring Service (DBS):** If an employee applies for a position at Greenbank despite being barred from working with children, young people, or vulnerable adults, or if they are removed from their position due to a safeguarding concern, Greenbank will make the appropriate referral to the DBS.

- **Misconduct and Allegations of Harm:** If an employee resigns or is removed from their position due to allegations of harm, or the risk of harm, to children, young people, or vulnerable adults, Greenbank will make the appropriate referral to the DBS, regardless of whether the employee left voluntarily or was dismissed.
- **Safeguarding Concerns for Future Employment:** If the individual poses a continued risk or is deemed unsuitable to work with vulnerable groups, the appropriate authorities will be notified to ensure they are properly vetted for future employment in other settings, thereby safeguarding children and vulnerable adults across the sector.
- **Safeguarding Information and Record Keeping:** Greenbank will retain appropriate records related to the departure of employees involved in safeguarding concerns to ensure transparency, accountability, and to inform future safeguarding practices.
- **References:** All reference requests must be addressed to the CEO. Upon leaving Greenbank, only basic reference information will be provided. This will include the employee's start date, leaving date, job title when leaving, and any safeguarding considerations.

Visiting Speakers and Volunteer

Greenbank ensures all external visitors and volunteers are appropriately vetted to safeguard children, young people, and vulnerable adults. The following procedures are in place:

- **Visiting Speakers:** All visiting speakers will follow Greenbank's visitor signing-in protocol, which includes signing in and out at Reception, wearing a visitor's badge, and being escorted by a fully vetted staff member. DBS checks are not required for those not engaged in regulated activity, but appropriate supervision will be ensured at all times.
- **Prevent Duty and Extremism:** Greenbank will adhere to the Prevent Duty Guidance, ensuring visiting speakers do not promote extremist views or oppose fundamental British values such as democracy, individual liberty, mutual respect, and tolerance for others.
- **Volunteers:** Volunteers who engage in regulated activities are subject to the same safeguarding procedures as staff. No volunteer will have unsupervised contact with students unless properly vetted, including an up-to-date DBS check. Volunteers who have not been involved in Greenbank activities for over three months must complete a new DBS check before resuming their duties

Monitoring and Evaluation

The Chief Executive Officer and Senior Leadership Team will be responsible for reviewing and implementing this policy.

Appendix 1

Congratulations on being shortlisted. Please return this disclosure to the school at least one day prior to interview. If we have not received this, we reserve the right to withdraw the offer of interview.

POST APPLIED FOR:	Date:
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Surname:	Previous name(s) (if any):	
Forename(s):	Preferred title:	Date of birth:
National Insurance No:	Teacher Ref. No (if applicable):	Date of recognition as qualified teacher, QTS (if applicable):

Greenbank is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

We comply with the disclosure & Barring service (DBS) code of practice and have a written policy on the recruitment of ex-offenders, both of which are available on request. As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for Impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro – <https://www.narco.org.uk/criminal-record-support-service/> or email helpline@narco.org.uk or phone 0300 123 1999

Continued...

1. Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? Yes/No
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If yes, please provide details here, Including sanction
2. Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? Yes/No
If yes, please provide details here, Including sanction
3. Are you included on the DBS children's barred list Yes/ No
If yes, please provide details here,
4. (Teaching posts only) Are you, or have you been, prohibited from teaching or sanctioned by the GTCE (General Teaching Council for England)? Yes/ No/ Not applicable
If yes, please provide details here
5. Are you subject to any live disciplinary sanctions issued for any matter related to safeguarding? Yes/ No
If yes, please provide details here,
6. Have you lived or worked outside the UK for more than 12 months in the last 10 years? Yes/ No
If yes, please provide details here,
7. Are you subject to any sanctions relating to work with children in any country outside the UK? Yes/ No
If yes, please provide details here, Including sanction

Please complete the declaration below:

I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.

Signed:

Date:

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed within 6 months of your application.

APPENDIX 2

Regulated positions

Regulated activity relating to children is defined as one of the following:

Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle for children;

Work for a limited range of establishments (specified places) with opportunity for contact: for example, schools, children's homes, child care premises

Work under either of these above is regulated activity only if done regularly.

Regulated activity relating to adults no longer labels adults as vulnerable. The definition identifies the activities which, if any adult requires them, lead to the adult being considered vulnerable at that particular time.

There are six categories of people who fall within the new definition of regulated activity:

1. Providing health care
2. Providing personal care i.e. physical assistance with eating, drinking, going to the toilet, washing, bathing, dressing, oral care or care of the skin, hair or nails because of an adult's age, illness or disability. Anyone who prompts and then supervises an adult in such activity. Anyone who trains, instructs or offers advice or guidance which relates to the above activities
3. Providing social work
4. Assists with cash, bills and/or shopping
5. Assists in the conduct of a person's own affairs, for example, by virtue of an enduring power of attorney
6. Conveying i.e. a person who transports an adult because of age, illness or disability either to or from a place of residence and a place where they have received, or will be receiving, health care, personal care or social care. This does not include friends, family or taxi drivers.

A regulated position allows Greenbank to ask questions about an applicant's entire criminal record because it is exempted from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Anyone convicted of a schedule 4 offence under the Criminal Justice and Court Services Act 2000-these are offences against under 18 (and 16 in some instances) of a violent or sexual nature (also includes supply of Class A drugs to a child) is disqualified from working with children in a regulated position. We seek information on criminal records in two ways. Firstly, the application form requires applicants to supply written information on any convictions, cautions, reprimands or final warnings. For a regulated position, applicants must also include details of spent convictions, cautions, reprimands or final warnings.

Secondly, a successful applicant in a regulated activity will be asked to undergo a disclosure check via the Disclosure and Barring Service (DBS). This will either be an Enhanced Disclosure or Standard Disclosure.

APPENDIX 3

Criminal Offences Risk Assessment Template

RISK ASSESSMENT FORM (DISCLOSURES)		
<p>All disclosures, regardless of the seriousness of the offence(s)/conviction(s)/charge(s) revealed, will be subject to a risk assessment. All disclosures must be discussed with the candidate in a confidential meeting; during their interview or in a separate suitability/risk assessment meeting. Sections 1 and 2, below, provide a guide to the content of that discussion.</p> <p>Completion of all sections of this form is mandatory.</p> <p><i>Once completed this form should be retained with recruitment documentation, or in the personnel file of the candidate if offered the post.</i></p>		
SECTION 1		
Date:		
Name of Applicant:		
Post applied for:		
SECTION 2		
Is the type/nature of offence(s) directly relevant to the post?	Yes	No
Please provide details of the offence(s):		
When did the relevant offence(s) occur?		
Is there a pattern of related offences?	Yes	No
Is there a pattern of unrelated offences?	Yes	No

From the information received (including from the police, if applicable) in what context / circumstances did the relevant offence(s) occur? Please provide details:		
Is this context/circumstance still relevant today?	Yes	No
Please provide details:		
Was the relevant offence(s) committed at work (i.e. during paid or unpaid employment)	Yes	No
What level of independence will the postholder have?	Close Supervision	Minimal Supervision
Did the applicant declare the relevant offence(s) on their criminal self-disclosure?	Yes	No
What response did the applicant give when the offence(s) was discussed with them?		
Have satisfactory references been received?	Yes	No
Considering the above, does the applicant constitute an unacceptable risk?	Yes	No

