Recruitment and Selection Policy

Version 1: 1 April 2024

Low Ash Primary School

Policy Details

Low Ash Primary School has adopted the PACT HR recommended model procedure as agreed by the following Trade Unions;

- UNISON
- GMB
- NASUWT
- NEU
- NAHT

**ASCL recognises that meaningful consultation took place prior to the adoption and implementation of this policy.*

Approved by: Full Governing Body

Approved on: 18/11/2026

Reviewer: Sharon Giedrojt – Business Manager

To be reviewed on: 18/11/2027

This policy/guidance will be retained for a period of 7 years from replacement.

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Summary of Key Changes

1. The Recruitment and Selection Policy replaces the former PACT HR's Recruitment and Selection Guidance given the need for all educational establishments to comply with Governance Frameworks applicable to the type of School / Academy / Trust setting they operate as.

2. The policy has been updated to reflect current recruitment statutory legislation including Equality and Keeping Children Safe in Education (KCSIE).

3. Amendment to pre-employment checks has been updated with regard to Online Searches, pre-employment medical checks and the Single Central Register to ensure up to date compliance.

4. Leadership reference has been extended to incorporate Trusts and Academies.

5. References to Person Specification Domains / Competencies have been added for ease of assessment at both the short listing and interview stages.

6. Updated terminology e.g. Early Careers Teachers (ECTs) and gender-neutral references.

7. Equality Impact Assessment Reference has been added.

8. Paragraph numbers have been inserted on key paragraphs of the policy for transparency purposes.

9. The following Appendices have been added to the policy with word versions for adaption available on the PACT HR website / HR Business Partnering Section:

    - Appendix 1: Online Search Check Proforma
    - Appendix 2: Reference Request Form
    - Appendix 3: Pre-Medical Questionnaire (Form A)
    - Appendix 4: Equality Impact Assessment

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1. Recruitment and Selection Policy Statement

1.1 Aims and Objectives

The objectives of the Recruitment Policy are to ensure:

1. recruitment is based upon the merits, abilities and suitability of candidates.
2. promotion of the equality of opportunity; thereby attracting and retaining a workforce that is representative of the community it serves.
3. applicants are treated fairly and in a non-discriminatory manner.
4. consistency in the recruitment process and consideration of candidates.
5. compliance with the statutory requirements outlined in the relevant safeguarding legislation and supplementary guidance.
6. pre-employment checks are carried out in line with the School's / Academy's / Trust's commitment to Safeguarding and the requirements of the Keeping Children Safe in Education guidance currently in force.
7. to deter, reject or identify people who may pose a risk of harm to children or are otherwise unsuitable to work within this environment.
8. to ensure that, through the application of robust assessment procedures, only the most highly skilled and experienced candidates are appointed to become employees of our school.

1.2 Roles and Responsibilities

Those involved in the recruitment and selection process are responsible for familiarising themselves, and complying, with the provisions contained within this policy and accompanying guidance document. The points identified below are not exhaustive.

- Members of the School's Governing Body / Board of Trustees or nominated persons in line with the School Terms of Reference for Recruitment will:
- Appoint a selection panel ensuring that at least one member of the panel has completed Safer Recruitment Training and refreshed knowledge appropriately.
- Implement and maintain policy and procedure which ensures a safe and fair recruitment and selection process.
- Monitor compliance with Department for Education and legal requirements (e.g. Equality Act) throughout the recruitment and selection process.
- Delegate responsibility to the appropriate member of Senior Leadership in the appointment of school staff.

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- Ensures that the School operates a safe and legally compliant recruitment process and confirms appropriate checks are satisfactorily completed for all staff and volunteers.

- Assist in the final decision-making process.

- Encourage a wide range of candidates and where appropriate identify opportunities to address any areas of under-representation in the workforce in line with positive action (Equality Act)

1.3 Chief Executive Officer / Executive Team / Headteacher Recruitment

- In addition to the above, for Leadership Roles such as Chief Executive Officer, Chief Financial Officer or other Executive Team including Headteacher positions, the above responsibilities shall be assumed by the Chair of the Governing Body / Board of Trustees as appropriate and in line with the School's / Academy's /Trust's Delegation of Powers / Roles and Responsibility Matrix.

- In a Community or Voluntary Controlled Schools (whose Headteacher is employed by Bradford Council or other Local Authority Maintained Schools), there is a statutory requirement to involve the relevant Local Authority in the appointment of Headteacher or applicable level roles. For further advice, please liaise with your allocated PACT HR Business Partner.

- In instances of a Chief Financial Officer appointment, the recruitment panel must ensure that the preferred candidate is suitably qualified and/or experienced. The preferred candidate should also hold membership of a relevant professional body.

- Where applicable, engage a suitable HR educational consultancy service to administer the Leadership Recruitment process to ensure statutory requirements are met throughout the process. Please refer to the PACT HR website for information regarding PACT HR's Leadership Recruitment Consultancy Offering.

1.4 Safer Recruitment Training

At least one panel member must have completed an Accredited Safer Recruitment course within the last three years for all recruitment processes within the School. Ensure Safer Recruitment refresher training is, as a minimum, undertaken every three years. More frequent refresher training should be encouraged in line with good practice.

Please refer to the PACT HR's website for details of the highly acclaimed Accredited Safer Recruitment Course delivered by PACT HR's Certified Safer Recruitment Trainers.

1.5 Equality Impact Assessment

All Schools, Academies and Trusts must ensure that all strategies, policies, service and functions, both current and proposed have considered equality, diversity and inclusion. It is recommended that an Equality Impact Assessment (EIA) form is used in conjunction with PACT HR Policies. An EIA template is attached to this policy, or a word version can be found on the PACT HR website for completion.

2. Recruitment and Selection Procedure

2.1 Advertising

The School will advertise all vacant posts to ensure equality of opportunity and encourage a wide selection pool of candidates. An internal advertisement can be considered appropriate if there is a reasonable presumption of a suitable internal candidate pool or where employees are at risk of redundancy.

Advertisements will include a Safeguarding Statement and advise candidates that an Online Search will be conducted at the shortlisting stage in addition to the requirement for an Enhanced DBS disclosure for the successful applicant.

In the case of Teachers, advertisements will also advise whether or not a candidates' current salary level will be protected if appointed.

In choosing external media and preparing advertisements account will be taken of the School Equality, Diversity and Inclusion policy (or equivalent) and the need to reach disadvantaged groups. Recruiting Managers should compose advertisements in a manner which is non-discriminatory stating commitment to equalities within the advert or information pack. Adverts must not state or imply a job is unsuitable for a disabled person or that reasonable adjustments will not be made.

The Equality Act allows advertisements to encourage applications from candidates with protected characteristics (e.g., age, disability, race) and School / Academy/ Trust will ensure that advertisements are accessible to all individuals who can carry out the role.

Adverts can be placed with PACT HR's dedicated advertising system, Prospects Online (Email: prospectsonline@bradford.gov.uk / Tel: 01274 435420 / Website: www.prospectsonline.co.uk) which ensures these principles are adhered to.

2.2 Role Profiling: Job Descriptions and Person Specification

Job descriptions and person specifications are key documents in any recruitment and selection process. A best practice approach is adopted whereby recruitment and selection will be based upon duly/appropriately developed job descriptions and person specifications. These documents will be used as an integral part throughout the recruitment process.

Job descriptions will be clear, reasonably concise and a fair representation of the post. Job descriptions will outline the main responsibilities and accountabilities of the post without being oversimplified to a list of tasks/duties. It is not necessary or desirable to produce a highly detailed and definitive description of the post concerned.

Person specifications must be reviewed and agreed by the selection panel prior to use in the recruitment process. They will identify attributes, experience and domains / competences required to undertake the role in addition to a key for where those elements will be assessed. A shortlisting matrix will be produced containing the descriptions and person specifications.

New support staff role profiles must be graded accordingly prior to use.

The following standard statement should appear in all employee specifications. It is an essential requirement and can only be tested at final selection stage:

> **"***Candidates should indicate an acceptance of, and a commitment to, all school policies and especially those in relation to equality, safeguarding and promoting the welfare of children."*

2.3 Applications

All applicants will be required to complete a Prospects Online application form or GDPR compliant standardised application form which requests as a minimum;

- Full identity details, including former names, and current address.
- A chronological career history containing a section allowing the applicant to clarify gaps in employment. All dates should be specific e.g. 4 September 2023 and not just Sept 2023.
- Academic/Professional qualifications.
- Contact details for referees, one to be the current or most recent employer.
- Declaration of Interest or Relationship.
- Declaration regarding the accuracy of the information provided.

Job Descriptions and Person Specifications should be included in the Application Pack along with policies relating to Child Protection and Safeguarding to reiterate the School commitment. Alternatively, candidates may be directed to the website where all these policies are readily available.

Requests for application packs to be made available in different formats (e.g. large print or audio file) will be acted upon. Failure to do so may amount to discrimination under the Equality Act.

The Recruitment Panel will exercise its discretion as to whether incomplete applications will be accepted, however, the panel must arrange for the application to be completed in full if considered.

The use of CV's in place of completed application forms is not permitted due to difficulties in fair comparison at the short-listing stage and to ensure adherence to Safer Recruitment practices.

2.4 Declaration of Interest or Relationship

Any member of a selection panel will be required to make a declaration if any applicant is a relative or a friend from outside the work environment.

Employees/applicants also have a duty to declare any interest that they may have in respect of any aspect of the School business.

It is the Recruiting Manager's (who normally acts as the Chair of the Recruitment Panel) responsibility to ensure that if an applicant declares an interest or relationship with someone in the School, that the person concerned does not take any part in the recruitment process. If the Recruiting Manager themselves identify that they have an interest or relationship with an applicant, they must declare this immediately and remove themselves from the recruitment process.

2.5 Shortlisting

The shortlisting panel will comprise of a minimum of two people. One member of the shortlisting panel must be Safer Recruitment trained. Only in extenuating circumstances should the shortlisting panel differ from the recruitment panel. To ensure a fair process, the panel identified should remain the same throughout.

The Job Description and Person Specification will identify attributes and experience required for the vacant role in addition to a key for where the elements will be assessed. A shortlisting matrix will be produced containing the domains/competences to be assessed at application stage. This matrix will be used for all applicants to determine their suitability for shortlisting.

2.6 Online Searches

An online search will be conducted for all shortlisted applicants in line with the recommendations of the current Keeping Children Safe in Education Guidance.

A member of office staff will complete the Online Search on the recruitment panel's behalf once search parameters are defined.

The person undertaking the check should not form part of the recruitment panel in order to avoid any claims of unconscious bias or discrimination.

The purpose of the check is to assess the applicant's suitability for working with children. The person conducting the check must only disclose concerning information to the recruitment panel. For example, the applicant;

- is unqualified for the role
- poses a safeguarding risk
- risks damaging the reputation of school

Short-listed applicants must be informed of the fact an online search will be undertaken as part of due diligence. This may be communicated in the job advert, verbally or in writing.

The date and initials of the member of staff conducting the check must be recorded on the Single Central Record.

An Online Search Check Template is attached to this policy, or a word version can be found on the PACT HR website for completion along with associated guidance.

2.7 Single Central Record

The Department for Education's (DfE's) statutory safeguarding guidance, Keeping Children Safe in Education, states that schools must maintain a Single Central Record to

demonstrate that they have carried out mandatory pre-appointment checks. For detailed guidance on the completion of the Single Central Record and pre-employment checks it must contain, please refer to the guidance available on the PACT HR website.

2.8.1 Pre-Employment Checks

The following pre-employment checks must be completed to ensure compliance with the current Keeping Children Safe in Education Document. For further guidance on pre-employment checks and how these are recorded onto the Single Central Register, please refer to the guidance on the PACT HR website.

2.8.1 Online Search Checks

Online Search Checks must be undertaken at the Short-listing Stage (see section 2.6 above) and be recorded on the Single Central Register.

2.8.2 References

References will be requested immediately after the shortlisting process, unless the applicant has indicated on their application form that they would prefer that this was not the case. In such instances they will be sought at the conclusion of the interview process prior to any offer of employment.

School will seek a minimum of two references, (three for a Head Teacher applicant – which will include a Local Authority reference if the application is joining from a Local Authority School) one from the current employer and preferably another from a previous employer.

If an applicant has no previous employment, references will be accepted from their place of study. References for internal candidates will be sought from their current line manager. Under no circumstances will school accept character references from relatives or friends of the candidate. Open references or testimonials provided by the applicant will also not be accepted.

All referees will be provided with a copy of the job description and person specification for the applicable role along with a reference pro-forma questionnaire. A Reference Request Form is attached to this policy, or a word version can be found on the PACT HR website for completion.

For posts in Schools / Academies / Trusts, the line manager will verify references to check:

- The organisation the referee works for exists.
- The referee's relationship to the candidate.
- The name and job title of the referee match what the candidate has stated.
- The referee was the author of the reference received by the school and was authorised to give the reference.
- The information given in the reference is consistent with the information in the application form.

In compliance with the Equality Act references shall not request details of the applicant's sickness record or disabilities. This information will only be sought for the successful candidate after the interview.

2.8.3 Self-Disclosure Form

Short listed applicants may be requested to complete a self-disclosure form to enable the selection panel to consider employability given any criminal history. Any information on criminal convictions, cautions, reprimands and warnings will be treated with the strictest confidence. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975), some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.
There is more information on filtering and protected offences on the Ministry of Justice website. Further information on self – disclosure can also be found on the PACT HR website: https://pact-hr.co.uk/hr-business-partnering/recruitment-pay/recruitment-selection/

Applicants who fail to provide information regarding previous convictions or pending legal action, where filtering does not apply, risk the offer of employment being withdrawn.

2.8.4 Disclosure and Barring Check

PACT HR is an Umbrella Body for Bradford Council and therefore is able, via its dedicated DBS Online system, to process all DBS checks for employers. PACT HR can carry out all levels of checks, including for volunteers. (Website: pacthr.employmentcheck.org.uk / Tel: 01274 436644 / Email: dbs.clearance@bradford.gov.uk)

All employees must undergo vetting by the Disclosure and Barring Service (DBS) prior to commencing employment. An Enhanced Disclosure will be sought for all roles within School. Positions that constitute regulated activity will also be subject to a check of the Children's Barred List.

The majority of roles within the School constitute regulated activity.

Applicants with periods of overseas travel of three months or more within the last five years may be required to obtain a Certificate of Good Conduct from the country of travel/residence.

In exceptional circumstances, where DBS results are overdue beyond the agreed start date, a risk assessment can be conducted which may allow the member of staff to commence employment. The following conditions must be satisfied prior to completing the Safer Recruitment Risk Assessment;

- **All** other pre-employment checks completed satisfactorily
- Separate and satisfactory check of the Barred List
- Advice sought from PACT HR Business Partner

Template Risk Assessments can be found on the PACT HR website.

2.8.5 Convictions / Recruitment of Ex-Offenders

Possession of a criminal background does **not** automatically prohibit an applicant from employment.

If the candidate has revealed information about a criminal background the panel must decide whether, in relation to the post, the nature of their background is sufficiently serious to justify non-selection. In the event of the panel deciding not to select on the grounds of a declared criminal background advice must be sought from Human Resources before further action is taken.

All information about previous convictions given by applicants must be treated in the strictest confidence.

Offers of employment may be withdrawn if the candidate fails to disclose previous offences or pending legal action.

2.8.6 Prohibition Order Check

School are required to ensure candidates employed to carry out teaching work are not subject to a Prohibition Order (via the Teaching Regulation Agency). This check is not limited to teaching posts and may encompass Teaching Assistants and Higher-Level Teaching Assistants where learning activities are delivered directly by the post-holder.

2.8.7 Prohibition of Management of Schools Check (Section 128)

Maintained schools must ensure Governors appointed are not prohibited under Section 128 of the Education and Skills Act (2008).

Academy, Independent or Free School appointments to management and Trustee roles must be subject to a section 128 check. This requirement extends to individuals with delegated responsibilities sitting on committees or local governing bodies (e.g. associate members).

The check also applies to internal candidates promoted to management positions.

Sections 128 checks are conducted using the Teaching Regulation Agency portal.

2.8.8 Proof of Identity and Right to Work in UK

In accordance with the Immigration, Asylum and Nationality Act all applicants invited to interview will be required to produce identification such as a passport or birth certificate as proof of Right to Work in the UK. Under no circumstances will copies be accepted; identification must be the original.

Identification should be copied for all shortlisted candidates and stored securely.

At the conclusion of the recruitment process the successful candidate's information should be transferred to their personnel file.

Copies of unsuccessful candidate's identification should be destroyed securely no later than six months after the end of the recruitment process.

2.8.9 Verification of Qualification and Professional Status

Applicants must be able to demonstrate attainment of a qualification by producing an appropriate certificate (or other confirmation) if the qualification is essential to the role.

2.8.10 Medical Fitness: Pre-Employment Medical Questionnaire

The Equality Act limits the circumstances when an employer can ask general health-related questions before a job offer has been made. Prior to making an offer of employment to an applicant, health-related questions must only be asked to help the employer to:

- Decide whether there is a duty to make any reasonable adjustments for the person to undertake any part of the assessment/selection process:
- Decide whether an applicant can carry out a function that is essential to the job once reasonable adjustments are in place.
- Monitor diversity among people making applications for jobs.
- Take positive action to assist people with disabilities.

Applicants must not be asked, as a matter of course, to complete generic health questionnaires as part of the application process. However, verification of the appointable candidates mental and physical fitness to carry out the responsibilities of the post will be established following the conditional offer stage.

The 'Form A' Pre-Employment Health Declaration form will be issued to the appointable candidate. Form A is attached to this policy as an appendix, or a word version can be found on the PACT HR website for completion together with associated guidance.

Should the appointable candidate indicate a health condition or disability may impair their ability to fulfil the role effectively or that reasonable adjustments may be required 'Form B' must be completed and returned to the Employee Health and Wellbeing Department. The School/Academy/Trust shall not be party to the information in 'Form B' without the consent of the individual to which it relates.

2.8.11 Contractors and Agency Staff

The School will only use agencies which operate a Safer Recruitment Policy and supply written confirmation that all pre-employment checks have been satisfactorily completed. School shall request a copy of the DBS Certificate from any agency worker where an unclear disclosure exists.

Contractors engaged by the School must be able to provide evidence of an Enhanced Disclosure. Dependent on the frequency of the engagement the contractor may also be required to complete a Children's Barred List check.

2.8.12 Volunteers

The School will request an Enhanced DBS check for all volunteers. A Child Barred List check will only be undertaken for unsupervised volunteers.

School may wish to assess suitability further by requesting character references from the volunteer's employer and/or ask them to participate in an informal safer recruitment interview.

2.9 Interviews and Assessment

As a minimum the candidate will undertake a face-to-face interview exploring their ability to perform to the job description and meet the person specification domains / competencies. The panel will explore any gaps and address any areas of concern to satisfy the school's safeguarding requirements.

Information regarding past disciplinary actions or allegations will be discussed during the interview process and considered in the circumstances of the individual case.

In some instances, aspects of a job's requirements cannot be tested through interview and other forms of assessment may be necessary/appropriate (e.g. presentations, practical activities, skills exercises).

Candidates will be provided with an outline of any tasks they may be required to undertake in the invite to interview letter including an explanation on how to request reasonable adjustments, should these be necessary.

2.10 Conditional Offer Stage

At the conclusion of deliberations, where an appointable candidate is identified, the Chair of the Panel will confirm in writing the details of the post, the starting salary and salary range in addition to the post being subject to satisfactory completion of pre-employment checks. These checks include, but are not limited to; References, DBS Disclosure, professional qualification where required and prohibition checks, where required.

2.11 GDPR and Record Retention

Information obtained during the recruitment process on all candidates will be retained securely for six months in accordance with the General Data Protection Regulation (GDPR). Following this period unsuccessful applicant information will be confidentially destroyed. Relevant information on the successful applicant will be transferred to their personnel file and retained for the duration of their employment. Personnel files will be kept for a duration of six years from employment ceasing.

2.12 New Starter Induction

All new employees will be required to undertake an induction that will familiarise them with School / Academy / Trust Policies and Procedures and make clear the expectations of them in their new role.

The content and nature of the induction process will vary according to the role and previous experience of the inductee but should include information about and written statements of:

- Policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti-racism, physical intervention or restraint, intimate care, internet safety and any other relevant child protection or safeguarding procedures.

- Safe practice and the standards of conduct and behaviour expected of staff in school.

- How and with whom any concerns about any issues should be raised

- All relevant employee procedures such as disciplinary, capability whistle blowing etc.

Headteachers must ensure the statutory induction programme for ECTs is followed where applicable.

For further information of induction of ECTs, please contact the Bradford Council Education and Learning Department on 01274 385981 for Bradford Authority Schools. Schools outside of the Bradford Local Authority should contact the equivalent department within their district council.

For further advice on induction programmes and on boarding, please refer to the PACT HR website or contact your nominated PACT HR Business Partner.

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Section 3: Appendices

Appendix 1: Online Searches

Pre-employment Checks: Record of online searches on candidates

Candidate Name	
Role shortlisted for	
Name of person conducting check	
Name of School	
Date of search	
Areas search	Notable entries online for areas searched (scope limited to safeguarding concerns & reputational risk)

Search Engine results for:
 	
- Candidate name
- Candidate name including;
  - Current employer
  - Job title
  - Previous employers	

Notes:

1. The recruitment panel should determine which areas are included in the online search.
2. Parameters identified must remain the same for all short-listed candidates.
3. From a best practice perspective, the person conducting the check should not form part of the recruitment panel
4. This check should not be stored for longer than 6 months after the recruitment process.
5. The date the check was completed and the person conducting the check should be recorded on the Single Central Record for the appointable candidate.
6. This form should be confidentially disposed of.

Appendix 2: Reference Request Form

A Word Version for completion of this Appendix is available on the PACT HR Website : HR Business Partnering : Advice and Guidance Section.

CONFIDENTIAL REFERENCE PRO-FORMA

This reference request is provided as a pro-forma to simplify your task as a reference provider and to collect information about the applicants in a consistent manner. Please complete the form as objectively as possible bearing in mind your duties to the applicant and to the prospective employer to provide fair and balanced information. If you find that the form does not provide you with sufficient space to provide essential or important information you may add supplementary pages of free text. The information you provide on this form will not be released to the applicant without either your express permission or a legal responsibility to do so.

Thank you for your assistance in this matter.

CANDIDATE DETAILS	
Candidate Name:	
Position Applied for:	
Recruiting School:	

REFEREE DETAILS	
Referee Name:	
Referee Position:	
School/Local Authority:	
Relationship to candidate:	

JOB DETAILS	
Candidate's current/most recent position:	
Candidate's overall duties/responsibilities:	
Employment Start Date:	
Employment End Date (if applicable):	
Reason for Leaving:	
Current Salary Details:	
Pay Range Point:	
Current Hours of Work:	
Working Hours - Full Time or Part Time:	

CANDIDATE SUITABILITY FOR THE JOB				
Please rate the suitability of the candidate for the position applied for (please refer to Job Description and Person Specification):				
	Excellent	**Good**	**Acceptable**	**Poor**
a) Relevant skills				
b) Relevant/similar experience				
c) Relevant knowledge				
Please share below any comments to support the above ratings provided:				

PERSONAL ATTRIBUTES				
Please rate the candidate with regards to:				
	Excellent	**Good**	**Acceptable**	**Poor**
a) Reliability				
b) Relationships with colleagues				
c) Relationships with children				
d) Time Management				
e) Communication skills				
f) Interpersonal skills				
g) Teamwork				
h) Adaptability / Flexibility				
i) Parental / Community Relations				
j) Promoting the Christian Character & Ethos of the School *				
k) Relationships with Parishes and the Local Community *				
Please share below any comments to support the above ratings provided:				

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* Faith Schools only.

PROFESSIONAL COMPETENCIES				
Please rate the candidate with regard to his/her overall competence:				
	Excellent	**Good**	**Acceptable**	**Poor**
a) Work quality				
b) Work output				
c) Accuracy				
d) Initiative				
e) Professional knowledge				
Please share below any comments to support the above ratings provided:				

CONDUCT & PERFORMANCE	
Does the candidate have any current disciplinary issues outstanding or being investigated?	☐ Yes ☐ No
If yes, please provide details:	
Does the candidate have any formal disciplinary warnings that are still on their personnel record?	☐ Yes ☐ No
If yes, please provide details:	
Has this candidate been subject to procedures on the grounds of performance capability within the last 3 years?	☐ Yes ☐ No
If yes, please provide details:	

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SAFEGUARDING/ CHILD PROTECTION	
This post is exempt from the provisions of the Rehabilitations of Offenders Act (1974). Do you know of any warnings, cautions, bind-over orders or convictions which may indicate that this person is unsuitable for employment with children?	☐ Yes ☐ No
If yes, please provide details:	
Are there any known concerns that your school or organisation may have had regarding the person's suitability to work with children?	☐ Yes ☐ No
If yes, please provide details:	

OVERALL SUITABILITY FOR THE JOB	
Please select the most applicable:	
☐ (A) An outstanding candidate who is recommended to you without reservation	
☐ (B) A good candidate who can be strongly recommended for the post	
☐ (C) A candidate worthy of serious consideration for this post	
☐ (D) A candidate for whom qualified support is given for the post	
☐ (E) An unsuitable candidate for the post	
If you had the opportunity, would you re-employ this candidate?	☐ Yes ☐ No
If no, please give details:	

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STATEMENT & DECLARATION	
Please select as appropriate: ☐ "I am content for this reference to be shared with the candidate" OR ☐ "I do not wish this reference to be shared"	
I confirm that the information is a true and accurate reflection and I am an authorised person to supply this reference on behalf of the employer.	
Name:	
Signature:	
Position:	
Date:	

Appendix 3 Form A – Pre Employment Initial Health Questionnaire

A Word Version for completion of this Appendix is available on the PACT HR Website : HR Business Partnering : Advice and Guidance Section.

Name:		Date of Birth:	
Role Applied for:		Location:	

Please answer the following questions carefully and by answering “Yes” or “No” to each one.

Do you have any health conditions or disabilities which:
a) May impair your ability to effectively undertake the duties of the position you have applied: for? Yes ☐ No ☐
b) May require reasonable adjustments to your work or place of work? Yes ☐ No ☐
Once you have answered the above then please sign and date this document below and send it back to (insert details) It will be collected and stored with the rest of your employment check documentation.

Declaration:	
I declare that the above is a true reflection of my current health and fitness. If required I will complete a Health Declaration for further information and assessment by the Employee Health and Wellbeing Service.	
Signed:	Date:

Appendix 4: Equality Impact Assessment

A word version for adaptation of this Appendix is available on the PACT HR Website : HR Business Partnering : Advice and Guidance Section.

Introduction

All Schools, Academies and Trusts need to ensure that all strategies, policies, service and functions, both current and proposed have considered equality, diversity and inclusion. The below is a recommended Equality Impact Assessment (EIA) Form for use in conjunction with PACT HR Policies. For further advice regarding the completion of this form, please contact your named PACT HR Business Partner.

Assessment

School Name:	
Policy Name:	
Name of staff member conducting assessment:	
Date of assessment:	
Reason for assessment: (what are you aiming to do?)	

Main Stakeholders/Beneficiaries: (e.g., Staff; Pupils; Governors; Trustees)

Will the proposed policy/project/ strategy etc impact on equality groups? What information / data do you have? What further information do you need? What cross-strand issues do you need to consider? Please include any actual or potential impacts on stakeholders (e.g., Staff; Pupils; Governors; Trustees,)	
Race	
Sex	
Age	
Disablity	
Pregnancy and Maternity	
Gender Reassignment	

Marriage and civil partnership	
Religion or Belief	
Sexual Oritentation	

Improvement Plan

The Improvement Plan needs to outline actions you propose to take to mitigate actual or potential negative impacts.

Issues Identified	Action Required	Lead	Timescale	Comments

Governance, ownership and approval

Please state here who has approved the actions and outcomes of the assessment (add rows as required)		
Name	**Job title**	**Date**

Publishing

This document will act as evidence that due regard to equality and diversity has been given. For record keeping purposes a copy will be kept on file with a copy of the policy and one with the Governing Body / Board of Trustees approval.	
Date screening completed:	
Date agreed: Governors Body / Board of Trustees	

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