



## **RECRUITMENT AND SELECTION POLICY (includes Safer Recruitment Procedure)**

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<b>Date Policy Reviewed:</b>	1 November 2025
<b>Date of Next Review:</b>	31 October 2026
<b>Person(s) Responsible for Review:</b>	Deputy Head Pastoral / DSL and HR

This Recruitment and Selection Policy has been produced in line with the Safer Recruitment DfE guidance within Keeping Children Safe in Education (2025). This policy aims to ensure a safe, fair and effective recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people. The Manor Preparatory School (the School) is committed to ensuring that all staff, contractors and volunteers share in this commitment. The robust recruitment procedure is designed to deter and prevent people who are unsuitable to work with children from applying or securing employment, or volunteering opportunities.

### **Recruitment and selection policy statement**

The School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service.

A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the School's performance and fundamental to the delivery of a high-quality service.

### **Scope**

This policy applies to all the School employees and governors responsible for and involved in recruitment and selection of all staff. In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as:

*Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.*

The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Headteacher for appointing all staff.

### **Aims and Objectives**

- To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process
- To ensure a consistent and equitable approach to the appointment of all School staff.
- To ensure all relevant equal opportunities legislation is adhered to and that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation.
- To ensure the most cost-effective use is made of resources in the recruitment and selection process.

## Principles

The following principles are encompassed in this policy:

- All applicants will receive fair treatment.
- All application packs will include a job description detailing the post holder's responsibilities for safeguarding.
- Employees will be recruited on the knowledge, experience and skills needed for the job.
- Selection will be carried out by a panel with at least two members. At least one panel member will have received appropriate safer recruitment training (Oxfordshire Safeguarding Children Partnership) who will, during the full process, take overall responsibility for confirming the applicant has completed a full employment history and satisfactorily answered all safeguarding questions. A Safer Recruitment form will be completed and signed by the Safer Recruitment Lead and kept with the interview notes (**See Appendix A**).
- Selection will be based on a minimum of completed application form, short listing and interview, but, whenever possible, involve other assessments.
- Posts will normally be advertised on our School website and the advert will include reference to the School's commitment to safeguarding and promoting welfare of children and young people.
- The Equality Act makes it a requirement to make reasonable adjustments to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

## Equal Opportunities

The School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation as defined within the Equality Act 2010.

A voluntary Equal Opportunities Monitoring Form is attached as a separate page to the application form and is not shared with the Shortlisting Panel (**See Appendix B**).

## Safer Recruitment – Recruitment and Selection Training

It is a requirement that at least one member of the interview panel has completed OSCP safer recruitment training prior to the start of the recruitment process. The following staff have received safer recruitment training:

- Rachel Hamlyn, Head
- Pippa McConnell, Head of Pre-Prep
- Victoria Evans, Deputy Head Academic
- Varun Footring, Deputy Head Pastoral and DSL
- Rachel Hodgson, HR Officer
- Jo Tse, Operations Manager
- Debra Clayphan, Governor
- Andrew Nott, Governor

## Adverts

The advert for each role will contain:

- The skills, abilities, experience, attitude, and behaviours required for the post;
- The School's commitment to safeguarding and promoting the welfare of children, making clear that safeguarding checks will be undertaken;



- The safeguarding responsibilities of the post, (i.e. to what extent will the role involve contact with children and whether they will be engaging in regulated activity relevant to children); and
- Whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. (**See Appendix C**).

## Application Form

A standard application form will be used to obtain a common set of data from all applicants. The application form will be adapted for different posts but will always include key information on safeguarding.

The Application Form will include:

- Personal details, current and former names, current address and national insurance number;
- Details of their present (or last) employment and reasons for leaving;
- Full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment;
- Qualifications, the awarding body and date of award;
- Details of referees and consent to contact prior to interview if shortlisted;
- A statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification;
- A reference to the job description for the post which details to what extent the role will involve contact with children and whether the post holder will engage in regulated activity;
- A statement that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children;
- A link to the School's safeguarding policy and policy on employment of ex-offenders;
- A link to the School's Recruitment Privacy Notice which explains how the personal data (information) will be held, processed, used and shared by the School during the application process (**see Appendix E**).

CVs will not be accepted in substitution for completed Application Forms but can be submitted alongside an Application Form.

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

## Job Description and Person Specification

A job description and where applicable a person specification will be issued for all posts. In the case of volunteers this will include a volunteer role profile. The job description/volunteer role profile will have a clear reference to an individual's responsibility to safeguard children and promote their welfare.

## Shortlisting Process

Applications will be examined thoroughly by a pre-agreed shortlisting panel consisting of at least two members of staff, one of which is trained in safer recruitment procedures and who will be the recruitment safeguarding lead. Candidates will be shortlisted according to the relevance and applicability of their professional attributes and personal qualities to the role.

The shortlisting panel will meet before the interviews to:

- Reach a consensus about the required standard for the job to which they are appointing;
- Use a recruitment matrix to ensure fairness and consistency when making the interview selection;
- Agree standard questions and also consider further questions to be explored with each candidate;
- Look for inconsistencies, gaps in employment and reasons given for them. The safer recruitment lead will raise these questions with the candidate during the interview.

Where a candidate is known personally to a member of the selection panel this will be declared before shortlisting takes place. The application form asks candidates to declare anyone known personally at The Manor. It may then be necessary to consider changing the selection panel to ensure that there is no conflict of interest.

### **Interview Process**

Shortlisted applicants will be invited to attend a formal interview at which their skills and experience will be discussed in more detail. On rare occasions when an online interview is necessary, the applicant will be expected to visit the School, if selected, prior to a start date.

### **Criminal Self-Disclosure**

All short-listed candidates will be sent a self-declaration form with the interview invite in relation to their criminal record or information that would make them unsuitable to work with children. See **Appendix D** for the Self Declaration Form.

Applications will be asked to sign the declaration at the interview confirming that the information they have provided is true.

### **Safeguarding Information**

Candidates will be sent safeguarding information with the interview invite to read ahead of visiting the School.

### **Adjustments required for interview**

Candidates with a disability who are invited to interview are asked within the invite whether any necessary reasonable adjustments or arrangements are required to assist them in attending the interview.

### **Online Search**

An online search will be conducted for all shortlisted candidates and relevant incidents/issues that are publicly available on-line could be explored at interview with the candidate. Shortlisted candidates are advised on the application form as well as within the invite to interview that online searches will be conducted as part of due diligence checks which aim to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment.

### **Identification Documents**

The School requests that all candidates invited to interview bring with them:

- A birth certificate;
- Photo ID such as a passport or driving licence;

- Proof of current address (a driving licence can be used if it was not used as photo ID). An original copy of a utility bill or financial statement issued within the last three months showing the candidate's current name and address would be acceptable;
- Where appropriate any documentation evidencing a change of name;
- Qualification certificates relevant to the post;
- Where applicable, proof of entitlement to work and reside in the UK;
- The original DBS certificate if subscribed to the Update Service.

Originals of the documents listed above are necessary. Photocopied, downloaded or certified copies are not sufficient.

Copies of unsuccessful candidates' identification as well as interview notes will be kept electronically for no longer than 6 months before being securely disposed of, in compliance with GDPR.

## **References**

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be requested directly from the referee using the standardised school reference request form.

References will be sought on all short-listed candidates with their consent and will be obtained, where possible, before interview so that any issues or concerns they raise can be explored further with the referee, and/or taken up with the candidate at interview.

A minimum of two references will be sought, with one of the references from the applicant's current or most recent employer. References must be received from a senior person with appropriate authority. If the candidate does not wish us to take up references in advance of the interview, they should notify us, on the Application Form, at the time of applying. For internal candidates, the School may use existing employment records and seek a reference from the current line manager, particularly where the role involves a change in responsibility or increased safeguarding duties. Internal candidates are subject to the same safeguarding checks and scrutiny as external applicants, in line with safer recruitment guidance.

The School will ask all referees if the candidate is suitable to work with children and to provide facts of any substantiated safeguarding concerns or allegations that meet the harm threshold set out in Part 4 of the statutory guidance 'Keeping Children Safe in Education'. Allegations that meet the harm threshold which have all been found to be false, unfounded, unsubstantiated, or malicious should not be included in any reference.

The School will only accept references obtained directly from the referee and will not rely on references or testimonials provided by the applicant or open references or testimonials.

The School will take reasonable steps to verify references including telephoning the referee. Where references are received electronically, the School will ensure they originate from a legitimate source.

The School will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

If the candidate is not currently working with children but has done so in the past, the School will secure a reference from the most recent employment in which the candidate worked with children. If the candidate has never worked with children, the School will obtain a reference from the candidate's current employer, training provider or education setting and will still ask the referee to comment on the candidate's suitability to work with children.

The School will ask the current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. Any information about past disciplinary action or substantiated allegations will be considered in the circumstances of the individual case. Any repeated concerns or allegations which have all been found to be false, unfounded, unsubstantiated or malicious should not be included in any reference.

Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

## **Interviews**

The interview will assess the merits of each candidate for the post, including at least one question exploring their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate.

## **Interview Panel**

A minimum of two interviewers will form the interviewing panel.

The members of the panel will:

- have the necessary authority to make decisions about appointments;
- be appropriately trained, (at least one member of the interview panel will have undertaken safer recruitment training);

For the appointment of the Director of Finance and Operations or the Head, the panel will be chaired by the Chair of Governors. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

## **During the Interview**

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- the candidate's attitude toward children and young people and motivation for working at the school;
- his/her ability to support the school's ethos for safeguarding and promoting the welfare of children;
- any gaps in the candidate's employment history;
- any pre-determined questions relating to the candidate's application form;
- any concerns or discrepancies arising from the information provided by the candidate and/or a referee;

The safer recruitment lead will be responsible for asking all safeguarding questions which have been updated in line with any Keeping Children Safe in Education recommendations and will complete the safer recruitment lead form to be kept with the interview notes.

All information considered in decision making will be clearly recorded along with decisions made.



### Conditional Offer of Appointment: Pre Appointment Checks

An offer of appointment to the successful candidate will be conditional upon the following 14 points:

1. Verification of the candidate's **identity**;
2. Verification of **eligibility to work in the UK**;
3. Appropriate **overseas check**, and references from any overseas education / employer;
4. Verification of the candidate's mental and physical **fitness** to carry out their role;

This information will be reviewed against the job description and the person specification for the particular role, together with details of any other physical or mental requirement of the role (i.e. proposed workload, extra curricular activities and/or the layout of the School). A pre-employment screening appointment with an Occupational Health practitioner will be arranged if applicable based on the information provided by the candidate on their medical form. The information contained in the medical form (and OH report if applicable) will then be held by the School in strictest confidence and processed in accordance with the Recruitment Privacy Notice and Data Protection Policy.

The School is aware of the duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

5. The receipt of at least two satisfactory and verified **references**;
6. Verification of relevant **qualifications** (where applicable);
7. Verification of **professional status** where required e.g. QTS status (unless properly exempted);
8. Completion of a satisfactory **Disqualification from Working with Children Declaration**;

Successful candidates will be made aware that they are required to notify the School immediately if there are any reasons why they should not be working with children. (This includes any current staff who are disqualified from childcare or registration as well as any notification they receive regarding convictions, cautions, court orders, reprimands or warnings). This declaration is renewed annually for all staff, contractors and volunteers.

The statutory guidance "Disqualification under the Childcare Act 2006" applies to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Director of Finance and Operations for more details;

9. A check of the **DfE Barred List** (if applicable);



10. A satisfactory **DBS Enhanced Disclosure**, with the certificate seen and verified by the school. (for Volunteers a written risk assessment in relation to the undertaking of an Enhanced DBS Disclosure).

The School will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary DBS required checks.

The School will comply with the provisions of the DBS Code of Practice, a copy of which may be obtained on request, or accessed here:

<https://www.gov.uk/government/publications/dbs-code-of-practice>.

### **DBS Update Service**

Where an applicant subscribes to the DBS Update Service the applicant must give consent to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required and the original DBS certificate must be witnessed by the School.

### **If disclosure is delayed**

A short period of work is allowed under controlled conditions, at the Head's discretion.

If an Enhanced Disclosure is delayed, the Head may use their discretion to allow the member of staff to commence work if the following practices are in place:-

- Without confirming the appointment;
- After a satisfactory check of the barred list if the person will be engaging in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Provided that the DBS application has been made in advance;
- With appropriate safeguards and risk assessments taken (for example, loose supervision);
- Safeguards reviewed at least every two weeks by the Head/DFO and member of staff;
- The person in question is informed what these safeguards are; and
- a note is added to the single central register and evidence kept of the measures put in place.

### **Applicant moving from previous post**

There is no requirement under safer recruitment guidelines for the School to obtain a new enhanced DBS or do overseas checks if, during a period which ended not more than three months before the person's appointment, that applicant has a current DBS certificate and has worked in a school in England in a post which brought the person regularly into contact with children. However, unless there are exceptional circumstances, the School's policy is to always complete a new enhanced DBS application.

11. A check using the Employer Access Online Service to see if a prohibition order issued by the Secretary of State for Education or GTCE sanction exists against the individual (for posts carrying out 'teaching work'). Teaching work is defined in The Teacher's Disciplinary (England) Regulations 2012 to encompass:
- o Planning and preparing lessons and courses for pupils;



- o Delivering and preparing lessons to pupils;
- o Assessing the development, progress and attainment of pupils; and
- o Reporting on the development, progress and attainment of pupils;

12. Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999) unless the successful candidate is an NQT undertaking their statutory induction;

13. **Management roles:** Satisfactory Secretary of State section 128 direction check;

A section 128 direction prohibits or restricts an unsuitable individual from participating in the management of an independent school. Being disqualified means that a person cannot take on, or stay in a senior management position (even on an interim basis) unless the Charity Commission has removed (or 'waivered') the disqualification. There is no exhaustive list of roles that might be regarded as 'management' for the purpose of determining what constitutes management in an Independent school. Keeping Children Safe in Education states that roles involving, or very likely to involve, management of a school include (but are not limited to) headteachers, principals, deputy/assistant headteachers, governors and trustees. The individual's job title is not the determining factor but the seniority of the role such as Head of Section, Head of Subject etc.

Where a section 128 check has not been completed during the recruitment process but the individual then moves into a management role, the check will be carried out and documented on the Single Central Record with a note explaining why the date is after the employment start date. Individuals prohibited from managing or governing schools can be found on the [Gov.uk](http://Gov.uk) website.

14. Any additional checks as deemed appropriate

### **Personnel File**

All on-boarding checks will be appropriately documented and retained on the individual's personnel file with information recorded on the School's Central Record in line with the statutory requirements set out in the most recent edition of Keeping Children Safe in Education (revised annually in September).

The Head will view the personnel file and where information is unsatisfactory or there are discrepancies in the information provided, this will be followed up ahead of the start date.

If the personnel file is not complete before the start date, the Head will be shown the information gathered and decide whether the candidate is able to begin under the terms of a risk assessment.

When the checks are all in place, the Head will view and authorise the completed recruitment file.

### **Post Appointment Induction**

There will be an induction programme for all staff which will be completed prior to the start of their employment which includes:

1. Oxfordshire Safeguarding Children Partnership recognised Generalist Safeguarding Training;
2. PREVENT training;

The School has a duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the

Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to the completion of the Prevent duty online training.

3. Keeping Children Safe in Education (Part One: Safeguarding Information for All Staff, Part Five: Child-on-Child Sexual Violence and Sexual Harassment and Annex B: Further Information) which includes understanding of the following policies:
- The Manor's Safeguarding Policy
  - The Manor's Online Safety and Acceptable Use Policy
  - The Manor's Staff Behaviour Policy
  - The Manor's Whistleblowing Policy

### **Supply/Third party Staff**

When the School needs to use the services of a supply agency or external company, we will ensure the employer operates a safer recruitment process and provides written confirmation, ahead of the first visit, that the following have been checked and judged as satisfactory:

- Identity
- Enhanced DBS Disclosure - and witnessed a clear certificate
- Right to work in the UK
- The DBS Barred List
- Any Prohibition Order, Interim Prohibition Order or GTCE sanction for those undertaking 'teaching work'
- Qualifications (where applicable)
- Overseas Checks, including and EEA check where applicable

When the company's employee arrives at the School, their identity will be checked and it will be confirmed that they are the same person on the documentation received from the company. The employee's details will be entered on the School's Single Central Register (SCR). It is not necessary to check the original DBS certificate as long as the notification of checks includes confirmation that the original DBS certificate has been witnessed by the person on the documentation from the company. However, where the DBS certificate has disclosed any matter or information, or if any information was provided to the company, the School must obtain a copy of the certificate from the company.

The School will set out the safeguarding requirements to the employee at the beginning of the visit by issuing a copy of the Safeguarding reporting structure at The Manor. This information can also be found in the Safeguarding Policy.

### **The Transfer of Undertakings (Protection of Employment) - TUPE Staff**

Any staff who TUPE transfer into the School's staff will be required to undertake the statutory requirements with regard to safer recruitment checks. If staff are transferred under TUPE (gap of three months or less and information complete), information will be passed to the new employer and a note made on the Single Central Record that details have been accepted under TUPE.

### **Single Central Register (SCR)**

The School maintains a single central register of pre-appointment checks. The register is maintained by the HR Officer and checked termly by the Head and a Governor.

The following personnel will have their details entered on the School's SCR:

- Staff in regulated activity;
- Regular and/or unsupervised Volunteers, including Governors;
- Supply Staff;
- Regular visiting professionals in regular contact with children – eg Coaches;
- Contract staff in regular contact with children.

All leavers will be deleted off the SCR immediately.

If the Head has authorised a staff member to begin employment before all pre-employment checks are in place, a risk assessment will be produced and the details noted on the SCR to explain the late date and measures taken to mitigate any risk.

### **Retention, Security of Records and Data Protection Obligations**

The School will comply with obligations regarding the retention and security of records in accordance with the DBS Code of Practice and our obligations under our Data Protection Policy. Photocopies of DBS certificates are not taken but in the rare occasion where it is necessary, the copy will not be retained for longer than 6 months.

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



## **APPENDIX A - Safer Recruitment Lead Checklist**

*Form to be completed by the nominated Safer Recruitment Lead during recruitment process. This person will be involved at all times from shortlisting to final decision making.*

SRL Name:	
SRL Role:	
Vacancy:	
Candidate Name:	

### **Shortlisting process**

**YES / NO**

Shortlisting Panel consists of at least two people:	
Shortlisting Matrix was used to ensure a fair process:	
Gaps in Employment History for each candidate identified and noted to be discussed within the interview:	
Most recent / current employer given as a referee on Application Form:	
Where the candidate has worked in a school, a reference from the Head has been given on the Application Form:	
Questions relating to individual candidates discussed by panel and added to Interview Questions by HR:	

### **Interview**

**YES / NO**

Criminal Self Declaration Form signed at interview and given to Safer Recruitment Lead at start of interview:	
Employment gaps addressed and noted on application form:	
Safer recruitment questions asked and answers satisfactory	

**By signing this form you confirm you are trained in Safer Recruitment and currently have a valid certificate. You are confirming that, to the best of your knowledge, you believe this person is safe to work with children and all safer recruitment considerations have been satisfied.**

**Signed:**

**Date:**

*Completed form to be given to HR which will be kept on the successful candidates file.*

## APPENDIX B - Equal Opportunities Form

### EQUAL OPPORTUNITIES MONITORING FORM

The Manor Preparatory School recognises and is committed to ensuring applicants and employees from all sections of the community are treated equally regardless of race, gender, disability, age, sexual orientation, religion or belief, gender reassignment, marital and civil partnership status, or pregnancy and maternity.

We welcome applications from all sections of the community.

You are not obliged to complete this form, but it is helpful for us in maintaining equal opportunities and identifying and addressing barriers to workforce diversity, equity and inclusion.

All questions are optional. The more information you supply, the more effective our monitoring will be. All information provided will be treated in the strictest confidence and used as set out in our Recruitment Privacy Notice and Data Protection Policy. It will not be placed on your personnel file. Please complete the form as you feel is most appropriate for you.

Position applied for: \_\_\_\_\_

#### **What is your ethnicity?**

*Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box*

#### **White**

English \_\_\_\_ Any other white background \_\_\_\_

#### **Mixed**

White and Black Caribbean \_\_\_\_ White and Black African \_\_\_\_ White and Asian \_\_\_\_

Any other mixed background : \_\_\_\_\_

#### **Black or Black British**

African \_\_\_\_ Caribbean \_\_\_\_ Any other Black background: \_\_\_\_\_

#### **Asian or Asian British**

Indian \_\_\_\_ Pakistani \_\_\_\_ Bangladeshi \_\_\_\_ Any other Asian background: \_\_\_\_\_

#### **Chinese or other Ethnic Group**

Chinese \_\_\_\_ Other Ethnic Group: \_\_\_\_\_



**Sex and gender identity**

What is your sex? Female \_\_\_\_ Male \_\_\_\_ Prefer not to say \_\_\_\_

Is the gender you identify with the same as your sex registered at birth?

Yes \_\_\_\_ No \_\_\_\_ Prefer not to say \_\_\_\_

If the gender you identify with is not the same as your sex registered at birth, please write in:

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**Age**

Please circle your age group:

Age	16-24	25-29	30-34	35-39	40-44	45-49
	50-54	55-59	60-64	65+	Prefer not to say	

**Disability**

Do you consider yourself to have a disability or health condition?

Yes \_\_\_\_ No \_\_\_\_ Prefer not to say \_\_\_\_

If yes, please state nature of disability:

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*The Equality Act defines disability as “A physical or mental impairment which has a substantial and long-term effect on a person’s ability to carry out normal day-to-day activities”*



## **Appendix C - Policy on the Recruitment of Ex-Offenders**

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

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

Under the relevant legislation, it is unlawful for us to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for us to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for us to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006".

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- the School receive an application from a disqualified person;
- the School are provided with false information in, or in support of, an applicant's application; or
- the School have serious concerns about an applicant's suitability to work with children.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.



# The Manor

Preparatory School

If the post involves regular contact with children, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, the normal policy is to consider it a high risk to employ anyone who has been convicted of drink driving.

## APPENDIX D - Criminal Convictions Self Declaration Form

### Self-declaration form

All roles within Education are exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered 'spent') in order to assess your suitability to work with children.

The form will require you to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Please answer the following questions, and provide further information where relevant.

<b>Name:</b>	<b>Date:</b>
<b>Position applied for:</b>	

	Delete as appropriate	Further details where relevant
<b>Do you have any criminal history:</b>  This includes prosecutions, cautions and convictions (spent and unspent) for any criminal offence, in the UK or overseas.  You are not required to disclose a spent caution or conviction for an offence committed in the UK which is protected under the DBS filtering rules.	Yes / No	
<b>Is there any court action pending against you?</b>	Yes / No	
<b>Are you currently prohibited from teaching?</b>	Yes / No	
<b>Are you, or have you ever been the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency, any predecessor or equivalent body in England or a regulator of the teaching profession in any other country?</b>	Yes / No	



<b>Have you ever been the subject of a referral to the Teaching Regulation Agency, any predecessor or equivalent body in England or a regulator of the teaching profession in any other country?</b>	<b>Yes / No</b>	
<b>Are you currently prohibited from taking part in the management of an independent school?</b>	<b>Yes / No</b>	
<b>Have you ever been the subject of a referral to the Department for Education or any predecessor body so that consideration could be given to imposing any direction or restriction to prohibit you from teaching, working regularly with children or from being involved in the management of an independent school?</b>	<b>Yes / No</b>	
<b>Are you known to the police and children's social care?</b>	<b>Yes / No</b>	
<b>Have you been disqualified from providing childcare?</b>  <b>Please refer to Keeping Children Safe in Education guidance for further information.</b>	<b>Yes / No</b>	
<b>Do you need to disclose any relevant information relating to time spent overseas?</b>	<b>Yes / No</b>	

I confirm that the information I have given on this form and in any attachments is true and correct to the best of my knowledge. I understand that providing false information could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence:

Signed:

Date:

## **APPENDIX E - Recruitment Privacy Notice**

### **RECRUITMENT PRIVACY NOTICE** (Data protection privacy notice - recruitment)

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. It applies to all individuals applying for a position at the School, including positions as a member of staff (full time or part time), contractors, workers, governors, volunteers and peripatetic staff. It also applies to individuals we will contact in order to find out more about our job applicants, including referees, or those that are provided by job applicants as an emergency contact.

You are being sent a copy of this privacy notice because you are applying to work with us (whether as an employee, worker, or contractor). We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

#### **Who collects the information?**

The Manor Preparatory School ('School') is a 'controller' in relation to personal data and gathers and uses certain information about you. This means that we are responsible for deciding how we hold and use your personal information.

The School's contact details are as follows:

The Manor Preparatory School  
Faringdon Road  
Shippon  
OX13 6LN

01235 858458  
[schoolsecretary@manorprep.org](mailto:schoolsecretary@manorprep.org)

#### **Data protection principles**

We will comply with the data protection law and principles when gathering and using personal information, as set out in our Data Protection Policy. This means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in a way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept safely and securely.

## **About the information we collect and hold**

**The table in Part 1 of the Schedule below** summarises the information we collect and hold, up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

**The table in Part 2 of the Schedule below** summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate and necessary for specific legitimate purposes. We will notify you of any changes to information we collect or to the purpose for which we collect and process it.

## **Where information may be held**

Information may be held on the School's premises in our filing systems and on our servers. It may also be held on our behalf by third party agencies, service providers and representatives.

## **How long we keep your information**

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application, or the application you are supporting (e.g. as a referee) is successful and you (the job applicant) become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. This is likely to be for six months from the communication of the outcome of the recruitment exercise which takes account of both the time limit to bring claims and for claims to be received by the School. If there is a lawful reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If you are an applicant and your application is successful and you join the School, and once the six month period set out above comes to an end, we will keep only the recruitment information that is necessary in relation to your employment.

## **Your data rights to correct and access your information and to ask for it to be erased**

Please contact our Director of Finance and Operations, who can be contacted if you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice.





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You also have other rights including the right to ask for information we hold and process to be erased ('the right to be forgotten') or not used in certain circumstances. Our Director of Finance and Operations will provide you with further information about your data rights, if you ask for it. You may also want to read the Staff Privacy Notice which provides more detail on this.

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. This includes personal information being locked away, password protected or encrypted. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected personal data breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **How to complain**

The Director of Finance and Operations oversees compliance with this privacy notice. We hope that our Director of Finance and Operations can resolve any query or concern you raise about our use of your information. If not, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or telephone 0303 123 1113 for further information about your rights and how to make a formal complaint.

## **SCHEDULE About the information we collect and hold (part of the Recruitment Privacy Notice)**

### **Part 1 - Up to and including the shortlisting stage**

<b>The information we collect</b>	<b>How we collect the information</b>	<b>Why we collect the information</b>	<b>How we use and may share the information</b>
<b>Your current and any former names, title, date of birth, gender, national insurance number, and contact details (i.e. current address, home and mobile phone numbers, email address)</b>	From you	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages</p>	<p>To enable the HR Officer to contact you to progress your application, arrange interviews and inform you of the outcome</p> <p>To inform the relevant manager or department of your application</p>
<b>Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests</b>	From you, in the completed application form and interview notes (if relevant)	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit</p>	To make an informed recruitment decision
<b>Your name, contact details and details of your qualifications, experience, employment history and interests</b>	From you, in the completed application form and interview notes (if relevant)	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Consent (if given): if you are unsuccessful in your application, your details may be passed on to an associated School to see if they have any suitable vacancies</p>	To see whether an associated School has any suitable vacancies



<p><b>Information about you that is publicly available online through online searches</b></p>	<p>From standard online searches using a web browser, website, or social media platform.</p>	<p>Legitimate interest: to form part of the School's wider safeguarding due diligence.</p> <p>Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit.</p> <p>To comply with our legal obligations including those contained in the statutory guidance for schools: <i>Keeping Children Safe in Education</i> (KCSIE).</p>	<p>To make an informed recruitment decision.</p> <p>The member of staff carrying out the search, if not involved in the decision-making process, may share any relevant information related to suitability with the individuals who will be interviewing. This way the decision makers will only have the relevant information that may need to be addressed at the interview and will not be exposed to other information.</p> <p>Search results will be reviewed and, if appropriate, explored with the applicant at interview.</p> <p>To comply with legal/regulatory obligations.</p>
<p><b>Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs</b></p>	<p>From you, in a completed anonymised equal opportunities monitoring form</p>	<p>To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)</p>	<p>To comply with our equal opportunities monitoring obligations and to follow our equality and other policies</p>
<p><b>Details of your referees</b></p>	<p>From your completed application form</p>	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>To comply with our legal obligations to request references</p>	<p>To carry out a fair recruitment process. To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers and HR Officer</p>



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<b>Criminal Record Information or information that would make you unsuitable to work with children</b>	From your self-declaration form	<p>Legitimate interests: to carry out a fair recruitment process including giving candidates the opportunity to discuss their disclosure with the School before a DBS check is obtained.</p> <p>To comply with our legal obligations including those contained in the statutory guidance for schools: <i>Keeping Children Safe in Education</i> (KCSIE).</p> <p>For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)</p>	<p>To make an informed recruitment decision and given candidates the opportunity to discuss their disclosure with the School.</p> <p>To comply with legal/regulatory obligations</p>
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## Part 2 Before making a final decision to recruit

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<p><b>Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time keeping and attendance, the reason you left your current or most recent post, and facts of any substantiated safeguarding concerns/allegations that meet the harm threshold under the statutory guidance "Keeping Children Safe in Education" (KCSIE), from references obtained about you from previous employers and/or education providers</b></p>	<p>From your referees (details of whom you will have provided)</p>	<p>Legitimate interest: to make an informed decision to recruit</p> <p>To comply with our legal obligations including those contained in the statutory guidance for schools: <i>Keeping Children Safe in Education</i> (KCSIE).</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice</p>	<p>To obtain the required reference about you</p> <p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers and HR personnel</p> <p>The reference is confidential and will not be shared with you unless we are required or able to do so.</p>
<p><b>In respect of applicants for teaching positions who have lived or worked outside the UK, information about any sanctions or restrictions and/or any circumstances impacting your suitability to teach</b></p>	<p>From a letter from the professional regulating authority in the country (or countries) in which you have worked</p>	<p>Legitimate interest: to make an informed decision to recruit</p> <p>To comply with our legal obligations including those contained in the statutory guidance for schools: <i>Keeping Children Safe in Education</i> (KCSIE).</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice</p>	<p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers and HR personnel</p> <p>Information shared with DBS and other regulatory authorities as required</p>



<b>Information regarding your academic and professional qualifications</b>	From you, from your education provider, from the relevant professional body	Legitimate interest: to verify the qualifications information provided by you  To comply with our legal obligations	To make an informed recruitment decision
<b>Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs) in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and, where appropriate, overseas criminal records checks</b>	From the original check and any updated status checks from the Disclosure and Barring Service (DBS)  From overseas jurisdictions in accordance with Home Office guidance  In respect of agency and third-party staff (supply staff), from any agency or third party organisation  In respect of fee-funded trainee teachers, from the initial teacher training provider	To perform the employment contract  To comply with our legal obligations  Legitimate interest:  For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)	To make an informed recruitment decision  To carry out statutory checks  Information shared with DBS and other regulatory authorities as required
<b>Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information</b>	From you and, where necessary, the Home Office	To enter into/perform the employment contract  To comply with our legal obligations  Legitimate interest: to maintain employment records	To carry out right to work checks  Information may be shared with the Home Office





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<b>Information regarding your health, including your medical history, present health status and any workplace adjustments required</b>	From you, including via a health questionnaire and medical examination	To comply with our legal obligations including those contained in the Equality Act 2010 and statutory guidance for schools: <i>Keeping Children Safe in Education</i> (KCSIE)	<p>To make an informed recruitment decision</p> <p>To comply with legal/regulatory obligations including considering adjustments necessary to enable you to perform the role for which you have applied</p> <p>Information shared with the School's medical advisers including the School doctor and occupational health adviser</p> <p>Information shared with medical adviser carrying out your medical examination</p>
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