

CRB Procedure for Schools

Introduction & Contents

This procedure supercedes previous CRB procedures issued to schools. Its purpose is to provide one comprehensive document on the Criminal Records Bureau (CRB) requirements for schools.

This procedure recognises the important role of the informed, professional judgement and experience of the Head Teachers when risk assessing individuals to work in schools.

Whilst schools are responsible for ensuring that individuals working in schools are suitable and that the appropriate pre-employment checks are carried out, the Human Resources team for Schools is available to offer guidance and assistance if required.

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1.0 Applying for a CRB Disclosure

Disclosures may be required for people working in paid employment or in volunteer roles in the schools. CRB Disclosure provides details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. The Disclosure includes a check on local police records.

When making an application for CRB Disclosure it is important to ensure that the forms are completed correctly to avoid any unnecessary delays. Information is available in the guidance booklet 'Dealing with Disclosure Application Forms' and in appendix 1 'Common errors when completing the CRB form'.

2.0 Does the person already have a Disclosure that can be accepted?

The guidance from the DfES states that individuals should always be asked to apply for a Disclosure if they are taking up a post with a significantly greater responsibility for children or if there are concerns about their suitability to work with children.

Where the above does not apply, there are currently two circumstances in West Berkshire schools where it may be possible to accept an existing Enhanced CRB Disclosure:

- 1) Where a teacher transfers between LEAs without a break in service (*and the existing Enhanced CRB Disclosure was obtained by that LEA*)
- 2) Where an NQT transfers from a University/college without a break in service (*and the existing Enhanced CRB Disclosure was obtained by that University/college*)

For individuals who do not fall into either of the above two circumstances a new Disclosure must be obtained.

For either of the above two circumstances to apply, the school is responsible for ensuring that the following requirements have been met:

- The role that the individual is being recruited to must be broadly similar to the individual's previous role in it's duties, responsibilities and level of contact with children
- all other pre-employment checks must have been thoroughly undertaken prior to the individual working on an unsupervised basis with children including satisfactory references from the previous employer, University or college where the existing Enhanced CRB Disclosure was obtained (see appendix 2 'Summary Guidance on References')
- the individual's date of birth and the spelling of their full name stated on the Disclosure certificate must be confirmed (e.g. by asking to see their birth certificate, marriage certificate or passport)

If any of these requirements are not met, or if any information provided to the school raises any concerns about the individual's suitability to work with children, a new Enhanced CRB Disclosure must be obtained.

Where it may be possible to accept an existing Enhanced Disclosure the school must forward the following documents to the Human Resources team:

- a photocopy of the Enhanced certificate, made by the school and signed by the school to confirm that it is a copy of the original certificate
- a consent form signed by the individual confirming that the countersignatory of their existing Enhanced Disclosure can provide details to West Berkshire Council. See appendix 3 'Consent Form for Release of Information'

The Human Resources team will then conduct a List 99 check and contact the countersignatory identified on the Disclosure to confirm that they obtained an Enhanced CRB Disclosure certificate for the individual and ask for confirmation about whether any additional information was released in a separate letter to the countersignatory. If these checks are satisfactory, the information will be recorded on the central HR system and written confirmation will be issued to the school. The Human Resources team will advise you if these checks are not completed satisfactorily. Where the previous employer has not confirmed the existing enhanced CRB Disclosure, a new Disclosure must be obtained.

A Disclosure issued for one position in West Berkshire may also be used for another in the following situations:

- those who move frequently between short appointments within the Authority (e.g. peripatetic teachers and West Berkshire Council registered Supply Teachers)
- those who take up two positions requiring Disclosures (for example, a full-time job and a voluntary position) at the same time.

3.0 Applicants who have lived outside the UK

Applicants who have recently arrived in the UK cannot be CRB checked unless they have been in the UK for more than 3 months. A CRB check must take place when they have been resident in the UK for 3 months.

Applicants who have lived outside the UK in the past 5 years will need to provide Criminal Convictions Clearance from the country(ies) they were residing in, because the CRB cannot trace individuals abroad.

Applicants who have lived in the UK for more than 3 months but less than 5 years will need both a CRB check and Criminal Convictions Clearance from the country(ies) they were residing in.

The applicant must contact the relevant Embassy to obtain disclosure which should not be dated more than 6 months. The disclosure must be sent to the Human Resources team before full clearance to work is issued. West Berkshire Council reserves the right to seek verification of the documents provided.

4.0 Working when a CRB Disclosure is delayed or outstanding

For all other roles where a new CRB Disclosure is required but is delayed or outstanding, the individual may be allowed to work in Schools subject to the following requirements:

- I. the Head Teacher has conducted a risk assessment and does not have any concerns regarding a person's background**
 - the risk assessment includes reviewing the individual's employment history and reasons for any broken work history or career changes, checking all references have been received, are satisfactory and have been checked against the work history records and checking whether medical clearance has been received
 - if the Head Teacher has any doubts regarding a person's background, such as broken service, then the risk must be addressed. For example, arrangements may be made for the member of staff to undertake alternative work or to refrain from starting work (it is recommended that Head Teachers contact the Human Resources team for Schools for clarification and advice). If an individual is asked to refrain from starting work they will be paid as if they had attended work
- II. provided written confirmation has been received that no match has been identified on List 99**
- III. provided the individual is supervised until full CRB clearance has been received**
 - supervision requires the Head Teacher to ensure that individuals are not allocated duties that put them in an unsupervised situation with pupils, that they are accompanied when working by a member of staff with CRB clearance, that their whereabouts are known to a senior member of staff when they are not working (e.g. during break times), that the individual fully understands their personal responsibility not to put themselves in a situation where they are alone with pupils and what to do if this situation arises

The availability of information to the Head Teacher regarding the other pre-employment checks (as detailed in appendix 4 'Recruitment Checks – Safeguarding our Children in West Berkshire Schools') is key because it enables the Head Teacher to conduct an informed risk assessment.

It is recognised that many parents and other volunteers help regularly in the classroom and associated activities and play an important role in the school. *However it is important to remember that cases have occurred nationwide where individuals have sought volunteer positions to gain access to, and build inappropriate relationships with, children.* When conducting risk assessments for volunteers Head Teachers must therefore give consideration to the following:

- What the school knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers
- Whether the volunteer is well known to others in the school community who are likely to be aware of behaviour that could give cause for concern
- Whether the volunteer has other employment, or undertakes voluntary activities, where referees would advise on suitability
- Any other relevant information about the volunteer or the work they are likely to do

If Head Teachers are satisfied following their risk assessment, points II and III must also be implemented before the volunteer is allowed to work without a CRB Disclosure.

5.0 Documented Decisions

We recommend that a record (e.g. a handwritten file note) is made and retained when a Head Teacher decides:

- it is appropriate to allow an individual to work without a CRB check

- it is appropriate to allow an individual to work with an outstanding CRB check (following a risk assessment by the Head Teacher, see section 4.0)

6.0 CRB requirements for Different Roles in Schools (alphabetically)

6.1 Administrative Staff

A CRB disclosure is required for all administrative staff working in schools.

6.2 After School Clubs

We have been advised that the Chair of the Committee for each Club is responsible for ensuring that the appropriate checks have been carried out. However, we strongly advise Head Teachers to liaise with the Chair to satisfy themselves that the appropriate checks have taken place. If you have any queries regarding CRB checks for After School Clubs please contact the Early Years Development and Child Care Partnership team on 01635 519795.

6.3 Caretakers, Catering Staff (including lunchtime controllers) & Cleaners

A CRB disclosure is required for all caretakers, catering staff and cleaners working in schools.

6.4 Contractors – working on a regular basis in schools on centrally managed contracts through the Amey/West Berkshire Procurement team

Contractors who work on a regular basis in schools must be CRB checked. Catering and cleaning contracts which are managed centrally by the Amey/West Berkshire Procurement team include the requirement for all staff to be CRB checked by the employing organisation. Evidence of the CRB check should be confirmed by the contractor's employing organisation

6.5 Contractors – working in schools on a regular basis on a contract organised by the school (and not through the Amey/West Berkshire Procurement team)

Contractors who work on a regular basis in schools must be CRB checked. Schools that organise their contracts themselves must ensure that the employing organisation has undertaken CRB checks.

6.6 Contractors – working on an ad hoc basis with supervision

Contractors who work for schools undertaking ad hoc jobs on an occasional basis (e.g. annual PAT and gas appliance inspections, people undertaking repairs) do not require CRB clearance provided they are supervised. Their personal responsibility for ensuring that they do not approach pupils must be clearly explained.

6.7 Foreign Language Assistants – Official Candidates

Official candidates are required to obtain a certificate of police clearance as part of their application to their official agency. Schools should ask to see a copy of this certificate.

6.8 Foreign Language Assistants – Independent Candidates

Independent or non official candidates who have lived in the UK for more than 3 months prior to starting work in the school should be CRB checked by the school. In addition they must obtain a certificate Criminal Convictions Clearance from the country(ies) they were also residing in during the previous 5 years.

6.9 Governors

The DfES has decided that for the foreseeable future, school governors will not be asked to obtain CRB Disclosures unless they also undertake another role within the school (e.g. as a volunteer) for which a Disclosure is required. Instead a check against List 99 is undertaken and Governors must sign a declaration form and code of conduct. Governor Services have provided full details about the pre-appointment checks required to all Clerks for Governors.

6.10 Nursery Assistants, Teaching Assistants and Learning Support Assistants

A CRB disclosure is required for nursery assistants, teaching assistants and learning support assistants.

6.11 'One-off' Speakers/Visitors

CRB checks are not required for individuals who do not have unsupervised access to children but who have business with staff or have brief contact with children on a supervised basis. In addition, schools must ensure that they have undertaken an assessment of the individual's suitability to work with pupils and that appropriate supervision arrangements are in place.

6.12 Peripatetic Teachers

A CRB check is required for Peripatetic Teachers. Evidence of the CRB check should be confirmed by the teachers employing organisation.

6.13 Relief Staff

It is recognised that schools occasionally need to employ relief staff at short notice and a CRB check is required for these staff. As with all other roles, if CRB Disclosure has not been received, a risk assessment must be conducted and appropriate supervision must be put in place in accordance with the requirements outlined in section 4.0 'Working when a CRB Check is Delayed or Outstanding'.

6.14 Student Teachers on placement

A CRB check is required for Student Teachers on placement and evidence of the CRB check should be confirmed by the placement provider. A CRB check is required because we understand from schools that whilst Student Teachers initially work with children on a closely supervised basis, the work becomes increasingly unsupervised as their trainee year progresses.

6.15 Student Workers (e.g. cleaners)

A CRB check is required for students (age 16 and above) who are employed to undertake work within the school on a paid basis (i.e. as an 'employee') in recognition of the additional responsibilities held by the student. In addition, schools must be satisfied that a satisfactory assessment of the student's suitability to work on this basis has been undertaken.

6.16 Supply Teachers

A CRB disclosure is required for all Supply Teachers who may fall into three categories – those engaged directly by the School, those engaged by the School following registration with the Human Resources team and those working via an Agency.

Supply Teachers who apply for registration with Human Resources

The Human Resources team for Schools undertakes all pre-employment checks for Supply Teachers who apply for registration with West Berkshire Council, to ensure they are suitable to be engaged in a school environment. Supply Teachers are required to complete a 'Supply Teacher Application Pack' to enable the appropriate checks to take place.

The Human Resources team for Schools provides written confirmation to Supply Teachers when their registration is complete. Schools should ask to see this written confirmation before allowing a Supply Teacher to work and assess it's age and the individual's continuity of employment since it was issued. Schools may ask the Human Resources team for verification of the applicants registration, and for copies of the pre-employment checks undertaken (e.g. references), if they wish.

Supply Teachers engaged directly by the School

Schools who engage Supply Teachers directly are responsible for undertaking all of the required pre-employment checks. However, it is strongly recommended that Supply Teachers are registered with Human Resources.

Supply Teachers working via an Agency

The Human Resources team have confirmed the pre-employment checks required for Supply Teachers (appendix 5) to the main teaching agencies used by West Berkshire schools (Select, Teaching Human Resources and Academy Human Resources). If your school uses an alternative agency, please forward them a copy of the form.

Where a Supply Teacher is recruited to work via an Agency, the Agency is responsible for undertaking all pre-employment checks for the supply teacher. Agencies must provide schools with written confirmation that ALL required pre-

employment checks have been undertaken before the Supply Teacher is allowed to work. Where CRB checks are outstanding, Agency Supply Teachers must not work in West Berkshire schools unless all other pre-employment information has been made available to the Head Teacher who has conducted a risk assessment and ensured appropriate supervision arrangements are in place in accordance with section 4.0 'Working when a CRB Disclosure is Delayed or Outstanding'.

It is strongly recommended that schools ask all Agency supply teachers to show them a copy of their original disclosure certificate (the teacher should be able to provide you with a copy and assess it's age and the individual's continuity of employment since it was issued).

6.17 Teachers (including NQTs and those on the Graduate Teacher Programme)

A CRB Disclosure is required for all teachers.

6.18 Technicians

A CRB Disclosure is required for all technicians working in schools.

6.19 Volunteers - unsupervised access to children

A CRB Disclosure is required for volunteers where the work involves, or may involve, unsupervised access to children (e.g. accompanying overnight trips). In addition, schools must ensure that they have undertaken an assessment of the individual's suitability to work with pupils and that appropriate supervision arrangements are in place (for guidance on the 'assessment of suitability' please refer to section 4.0).

6.20 Volunteers – working on a regular basis with supervised access to children

A CRB check is required for volunteers who work in schools on a regular basis (e.g. accompanying a class on a trip, or helping with reading or sewing in a classroom). In addition, schools must ensure that they have undertaken an assessment of the individual's suitability to work with pupils and that appropriate supervision arrangements are in place (for guidance on the 'assessment of suitability' please refer to section 4.0).

6.21 Volunteers – 'one off' activity with supervised access to children only

A CRB check is not required for volunteers who accompany staff and children for one-off outings/trips/activities/events and who will not have unsupervised access to children (e.g. sports day and school fete). *However, schools must ensure that they have undertaken an assessment of the individual's suitability to work with pupils and that appropriate supervision arrangements are in place (for guidance on the 'assessment of suitability' please refer to section 4.0).*

6.22 WBC centrally employed staff

West Berkshire Council is responsible for ensuring that CRB checks have been appropriately conducted for all WBC centrally employed staff who visit schools e.g. Educational Psychologists, Special needs, Quality Managers and Consultants.

6.23 Work Experience & Community Service Students

A CRB check is not required for work experience and community service students who undertake short placements and who do not work on an unsupervised basis with pupils. However, prior to the work experience placement an assessment of the student's suitability to work with pupils must be undertaken by the home school. Any concerns must be identified and addressed. The receiving School must be satisfied that a satisfactory assessment has been undertaken and that appropriate supervision arrangements are in place.

7.0 CRB Check Requirements - Quick Reference Guide

This table is presented as a quick reference guide only. It is important to ensure that in all cases a thorough assessment of whether a CRB check is required has been undertaken. It is also important to remember that a CRB check is only one of the checks that must be made when recruiting employees and that when recruiting volunteers a CRB check must be accompanied by an assessment of suitability (for guidelines see section 4.0).

Where an individual's role changes from low level of contact/access with children where a CRB check is not required to high level of contact/access (e.g. a volunteer at a school fete or a Governor agrees to accompany an overnight school trip) a CRB check must be undertaken.

Where the responsibility for conducting a CRB check does not lie with the school, the school nevertheless retains responsibility for ensuring that the CRB checking requirements have been met (e.g. by asking for confirmation that a check has been conducted and is satisfactory for an agency supply teacher).

<u>Role</u>	<u>CRB Disclosure required?</u>	<u>Responsibility for conducting CRB check</u>
Administrative staff	YES	School
After School Clubs	YES	Chair of Committee
Caretakers, Catering Staff & Cleaners	YES	School
Contractors – working in school on a regular basis through the Amey/West Berkshire Procurement team	YES	Employing organisation
Contractors – working in school on a regular basis on a contract organised by the school (and not through the Amey/West Berkshire Procurement team)	YES	School must confirm requirements to employing organisation
Contractors – working in school on an ad hoc basis with supervision	NO	N/A
Foreign Language Assistants – Official Candidates	YES	Candidate
Foreign Language Assistants – Independent Candidates	YES	School & Candidate
Governors	NO	N/A
Nursery Assistants, Teaching Assistants and Learning Support Assistants	YES	School
'One-off' speakers/visitors	NO	N/A
Peripatetic Teachers	YES	Employing organisation
Relief Staff	YES	School
Student Teachers on Placement	YES	Placement provider
Student Workers (e.g. cleaners)	YES	School
Supply Teachers -West Berkshire Council registered	YES	Human Resources
Supply Teachers – engaged by Schools	YES	School
Supply Teachers – Agency	YES	Agency
Teachers (including NQTs and those on the Graduate Teacher Programme)	YES	School
Technicians	YES	School
Volunteers - unsupervised access to children	YES	School
Volunteers - working on a regular basis with supervised access to children	YES	School
Volunteers - one-off activity with supervised access to children only	NO	N/A
WBC centrally employed staff	YES	LEA
Work experience and community service students who do not have unsupervised access to children	NO	N/A

Appendix 1

CRB Forms – Common Errors

Incorrectly completed CRB forms have to be returned to schools for correction. Unfortunately this results in unnecessary delays. We have therefore produced the following procedures which we hope is helpful to you and which will help to reduce the error rate (*you may find it helpful to photocopy this page and use it as a checklist when completing future forms*).

Common Errors on CRB forms which cause delays and returns to Schools:

Section of the form	Common Errors
Section A	National Insurance Numbers are being omitted
Section B (13)	An indication of voluntary posts is being omitted (failure to do so results in an unnecessary charge of £12.00)
Sections A (9) & D	The 5 year address history is incomplete or has gaps between addresses
Section H	Dates & Signatures are being omitted
Section X	This whole section, on identity checks, is sometimes not completed at all
Section X (15)	This section, to confirm that three items of evidence of identify has been seen, is not completed (<i>please note that if the individual has chosen not to sign the consent box (No. 69) in section H five items of documentation must be provided</i>)
Section X (16)	The person who has completed the identify checks omits to record their name!

In addition, each disclosure application form is scanned automatically by the CRB unless the following ‘do’s and don’ts’ have not been followed when they have to be input manually (and more slowly):



- **Do** use **BLACK INK THROUGHOUT** and write clearly in **BLOCK CAPITALS ONLY**
(*Please note: the CRB actually returns forms that are not completed in black ink for correction*)
- **Do** place only one letter or number in each box
- **Do** leave an empty box between words; but not between postcodes or telephone numbers
- **Do** cross out any errors on the form and amend the correction to the right of the error



- **Don’t** use correction fluid on the form. To correct a mistake, please follow the procedure above
- **Don’t** allow text to cross the edges of the boxes on the application form
- **Don’t** put a line through a section of the form or state a field is ‘not applicable’ – if it is not relevant to the application, then please leave it blank

Summary Guidance on References

Obtaining References

References should always be taken up and should be obtained directly from the referee. They are an essential part of the recruitment process to determine the suitability of candidates. It is not good practice to rely solely on references or testimonials provided by the candidate.

A **minimum** of two references must normally be obtained prior to offer (and must have been obtained prior to start date). One reference must be from the applicant's current or most recent employer/college. Where an applicant has worked for more than one employer but has provided two references from the same employer, another reference must be obtained. Short periods of work must not be used for the main reference.

It is recommended that your reference request includes the following areas of confirmation/questions:

- Confirmation of dates of employment.
- Confirmation of job title
- Confirmation of details of duties and responsibilities
- Comments specifically on:
 - interpersonal skills, team working and peer relationships
 - behaviour and attitude towards children
 - interaction and relationship with pupils
 - integrity, reliability and trust
 - **Non teaching staff** - professional knowledge, skills and abilities
 - **Teaching staff** - teaching ability, preparation & planning, classroom control and discipline, knowledge of the national curriculum
- Reason for leaving employment (if applicable)
- Confirmation of whether the previous employer would re-employ (If no, ask for reason why)
- Whether the individual has ever been subject to any disciplinary procedures (If yes, ask for details)
- If the previous employer knows of any reason why the individual may be unsuitable for the post
- Number of periods of sickness absence in the last two years of employment
- Total number of days sickness absence in the last two years of employment
- If the individual suffered from any illness or disability affecting their suitability to teach children
- Confirmation that the post for which the applicant is being considered is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 and a request for any information the previous employer may have about the applicants previous convictions, if applicable. Confirmation that any such information will be kept in the strictest confidence and will only be used in consideration of the applicant for posts where such information is appropriate.

Where the response given raises any concerns about an individual's employment history, consideration must be given to seeking additional reference(s) with the applicant's permission.

It is strongly recommended that references are followed-up by telephone to confirm their validity and probe any areas of uncertainty. A full written record must be made and retained of any telephone conversations.

Providing References

The law imposes a duty on an employer to exercise reasonable care when providing a reference for an employee or former employee. It requires the employer to exercise reasonable care in:

- Ensuring the accuracy of the facts which are communicated - references should contain no material mis-statement or omission relevant to the suitability of the applicant
- Ensuring that any opinion expressed about the employee has a factual basis

Providers of referees are required to take all reasonable steps to provide relevant and accurate information. This would include checking appropriate documentary records and to speak with any other employees with whom the employee worked more closely, emphasising to them the important of providing accurate information.

Referees may be held liable if the reference is defamatory or conceals information which should be known to the prospective employer who suffers damage as a result. This liability can arise through written and verbal references.

Consent Form for Release of Information

**For confirmation of details relating to Enhanced
CRB Disclosure to be provided to West Berkshire Council**

I, _____ (*name of candidate*), having been offered a position as _____ (*job title*) at West Berkshire Council by _____ (*Name of recruiting individual*), consent to _____ (*person who countersigned original Disclosure application*) confirming such details relating to the Enhanced Disclosure certificate issued to me by the Criminal Records Bureau on _____ (*date of issue*), disclosure number _____ (*number*), with **Helen Owen** (*name of countersignatory at West Berkshire Council*).

Please comply with my wishes and confirm such details relating to my Enhanced Disclosure listed above as may be necessary to assist West Berkshire Council's assessment of my suitability for the position.

Signed:

Print name:

Date:

Recruitment Checks

Appendix 4

Safeguarding our Children in West Berkshire Schools – September 2002

The following checklist has been designed to help you with the checks required when appointing staff. These requirements apply to teacher and non teaching appointments. You may wish to photocopy this form for future use.

Check	✓when complete
<p><u>Prior to interview</u></p> <ul style="list-style-type: none"> • Review the application form for areas of uncertainty e.g. employment history gaps, reasons for leaving, short periods of work • Prepare set questions covering the following areas for <u>all applicants</u>. Scenarios should be incorporated and responses should be probed and recorded: <ul style="list-style-type: none"> • Technical ability, knowledge, skills and experience • Attitude, motivation and child protection issues • Areas of uncertainty (identified above) • <u>All interviews</u> should include the following questions ‘Do you have any disciplinary penalty against you that is still current? If yes, would you like to give us any further explanation?’ 	<div style="border: 1px solid black; height: 100%;"></div>
<p><u>At interview/on the day of interview</u></p> <p>Qualifications</p> <ul style="list-style-type: none"> • Check and photocopy the applicant’s documentary evidence of their qualified teacher status or essential qualifications required in the role. Where documentary evidence is not available (e.g. prior to graduating), appointments must be made subject to receipt of documentary evidence • Where there is any doubt, applicants must obtain confirmation of Qualified Teacher Status from the DfES (production of a DfES number is not proof) • Where certificates are lost or forgotten, checks must be made with the issuing body <p>Eligibility to work in the UK & Evidence of Identity</p> <ul style="list-style-type: none"> • All external candidates (to West Berkshire LEA) must provide evidence they are eligible to work in UK • Photocopy documentation (i.e. National Insurance number, birth certificate, passport or work permit) • It is a criminal offence to employ someone who is not legally entitled to work in the UK <p><u>Pre-employment Medical Checks</u></p> <ul style="list-style-type: none"> • Headteachers and Caretakers must complete a detailed medical questionnaire • All other external candidates must complete the ‘short’ medical questionnaire, although they may be asked to complete a more detailed questionnaire depending on their answers • Completed questionnaires must be forwarded to the Schools HR team. • Individuals may be asked to attend an appointment with Occupational Health, depending on their answers 	<div style="border: 1px solid black; height: 100%;"></div>
<p><u>Prior to Offer</u></p> <p>References</p> <ul style="list-style-type: none"> • A minimum of two references must normally be obtained prior to offer (and must have been obtained prior to start date). One reference must be from the applicant’s current or most recent employer/college. Where an applicant has worked for more than one employer but has provided two references from the same employer, another reference must be obtained. Short periods of work must not be used for the main reference. • Where there are any questions about an individual’s employment history, consideration must be given to seeking additional reference(s) with the applicant’s permission. <p><u>General Teaching Council Registration</u></p> <ul style="list-style-type: none"> • The GTC must be contacted by Schools to confirm verification of GTC registration 	<div style="border: 1px solid black; height: 100%;"></div>
<p><u>Criminal Records Bureau & List 99 Checks</u></p> <ul style="list-style-type: none"> • Individuals must not start work until: <ul style="list-style-type: none"> • List 99 clearance has been confirmed • the Head Teacher has undertaken a risk assessment and is satisfied with the individual’s background • supervision arrangements are in place (and remain in place until full CRB clearance is received) 	<div style="border: 1px solid black; height: 100%;"></div>
<p><u>Storing Interview Paperwork (including notes)</u></p> <ul style="list-style-type: none"> • Successful candidates - store in staff file • Unsuccessful candidates – store confidentially for 6 months 	<div style="border: 1px solid black; height: 100%;"></div>

If you have any questions please contact the HR team for Schools on 01635 519384 or 519389

Pre-employment Checks for Agency Supply Teachers**Agency Confirmation Form**

Name of agency	
Name of person from Agency arranging booking	
Name of Supply Teacher	
DfES Number	
General Teaching Council registration checked and confirmed	
Employment references obtained, checked and acceptable	
Qualifications verified	
Evidence of identity and eligibility to work in the UK confirmed	
Enhanced Criminal Records Bureau Disclosure obtained and no cause for concern identified	
Health check cleared	
Name of school	
Date of booking	

I confirm that the above checks have been satisfactorily completed for the above Supply Teacher:

Signature: _____

Name: _____

Date: _____