

Safer Recruitment

Policy statement

It is the aim of The Ladies' College to recruit the best adults to work within the College for the benefit of the pupils and students, following safer recruitment procedures and using best practice for all appointments in line with the statutory guidance, Working Together to Safeguard Children (July 2018) (WT).

[\[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf\]](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/729914/Working_Together_to_Safeguard_Children-2018.pdf)

Within this guidance and safer recruitment, we will safeguard and promote the welfare of children by ensuring:

- A culture of listening to children and taking account of their wishes and feelings
- Safe recruitment practices for whom we will permit to work with children regularly. (Regulated Activity: RA).
- Supervision and support for all colleagues, including undertaking safeguarding training, (which includes a mandatory induction). Details appear in the Appendices.
- Clear policies in line with the Local Safeguarding Children's Board, (LSCB), for dealing with allegations against people who work with children and young people. (See section on *Allegations against colleagues, students and other adults* in the Child Protection policy)

The responsibility to safeguard pupils and to promote their welfare is found under section 157 of the Education Act 2002 for independent schools, (section 175 for state schools).

Our recruitment procedures aim to deter, reject, prevent or prevent and detect unsuitable adults from having access to young people.

The Safer Recruitment Process

This will send the right message and ensure the best candidate is appointed.

We will:

- Set time aside for planning and structuring the recruitment process
- Have a clear job, role and person specification which includes a statement of the responsibility and requirements for safeguarding
- Ensure the safeguarding statement appears in all advertisements.
- Use application forms, not CVs, which provide an opportunity for self-disclosure. (CVs have no legal status).
- Obtain references before interview wherever possible and ensure we ask specific safeguarding questions.

- Interview face to face and, where possible, use another tool, e.g. lesson, presentation, participation in activities with children.
- Use probing questions at interview to identify motives, attitudes, behaviours, alongside skills and experience.
- Seek information about criminal history and use it appropriately.
- Complete safeguarding checks for all people, whether paid or volunteers who are involved in RA with pupils. This includes verifying an individual's identity using a birth certificate (where available) as well as other required photographic identification. A copy of the College's Safer Recruitment Checklist for new colleagues is included in Appendix 8.
- Ensure there is an ongoing culture of vigilance and listening to the girls.

Individuals who have lived or worked outside the UK undergo the same checks as all other colleagues in College. This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK.

In addition, College makes further checks so that any relevant events that occurred outside the UK can be considered. These checks include, where available:

- criminal records checks for overseas applicants
- obtaining a letter of professional standing (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach

Where this information is not available College will seek alternative methods of checking suitability and / or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.

Please refer to appendices:

- 1) Application Form for Support colleagues (Appendix 1)**
- 2) Application Form for Teaching colleagues (Appendix 2)**
- 3) Application Form for Pre-School Department colleagues (Appendix 3)**

Scrutinising applications and short listing

We will remain objective by:

- Having at least two people involved in the short-listing process.
- Assessing applications against the job description and person specification.
- Querying any forms not fully completed as part of the recruitment process.
- Identifying any gaps in a person's history or any discrepancies or inconsistencies.

References

These will be sought for all RA and paid employees prior to appointment.

Two references will be taken up. 1 reference should be from the current or last employer wherever possible. There should also be a reference from a person or organisation that employed the person to work with children, even on a voluntary basis. Where a reference is sought for someone entering an environment with children for the first time, a referee who is

able to comment on the applicant's suitability to work at the College should be provided.

All requests for references will include the job description and person specification.

The reference should request the opinion of the referee and include the following:

- the applicant's ability to meet the requirements of the specification
- their capacity to carry out the duties set out in the job description
- a statement about whether they are aware of anything that might give rise for concern about the suitability of the person's suitability to work with children and if so, to provide details
- any allegations about the candidate's behaviour towards children (with follow up and resolution as required)
- details of disciplinary action in relation to behaviour involving children, including any sanctions imposed which have expired.
- the relationship of the referee to the candidate.
- normal questions about salary, duties etc.
- confirmation of the applicant's duties and salaries
- one reference will be followed up with a phone call to check the authenticity of the reference.

Should there be discrepancies or doubts or concerns when references arrive and are scrutinised, then further conversations should be had, with a record kept of the conversation.

Please refer to appendices:

4) Reference Request Form for Support colleagues (Appendix 4)

5) Reference Request Form for Teaching colleagues (Appendix 5)

Note: Reference requests for all teaching posts will be requested pre-interview wherever possible. Non-teaching posts, unless agreed otherwise with the applicant, will be requested by agreement with the applicant, as indicated in the application form.

Contractors and other agencies

Where these are used, then we will check that safer recruitment procedures have been adopted by the agency. Where the required standards are not met, an Enhanced Disclosure and Barring Service (DBS) check will be completed for key contractors who may be "on site" due to their work for a prolonged period of time.

Written confirmation will be sought from agencies to state that they have made the appropriate checks and that they are satisfactory, including the States of Guernsey in respect of the Schools' Music Service's peripatetic teaching staff

We will also provide similar confirmation to and seek similar confirmation from our partnership school, Elizabeth College.

Emergency cover by a specialist

Should there be a need to appoint a temporary teacher on a short-term basis (half a term or less) to ensure the learning of students, then an appropriate risk assessment will be put in place to ensure supervision of the teacher to safeguard the students, pupils and the teacher, should the

recruitment process not allow for an Enhanced DBS check and the required safeguarding checks to have been completed before their services are required. A copy of this will be placed on the employee's personnel file and a separate Barred List check will be completed. The DBS will be applied for before commencing work and the Recruitment and Selection procedure and Safer Recruitment checklist for new colleagues will be followed as outlined in Appendix 8.

The interview

There will be a panel of at least two colleagues for all interviews.

The panel will agree questions in advance. (Follow up questions are allowed).

Questions will be asked to understand **technical** skill, as well as **resilience** and to **probe** for attitudes towards children, rather than a standard safeguarding questions to understand motivations to work in the school.

A good question to ask is around how the teacher elicits feedback from their students or young people, in terms of their attitude.

Accurate notes will be made during the interview.

The decisions from the interview will be made on:

- Teacher competencies and technical knowledge.

Decisions will also be made on Value-Based Interviewing (VBI):

- Focus on personality
- Base decisions on information
- Enable confident decision making in recruitment
- Links and mirrors other information from the selection stages
- Explore organisational values and team fit
- Set out safeguarding expectations.

The offer

The offer of the post should be made by the Principal or Bursar or on their behalf with information regarding the grade, salary, and hours to be detailed in the job description or clarified in writing post interview as part of the offer process. An offer letter and accompanying contract will be prepared and reviewed by the Bursar and Principal prior to being sent to the applicant. The offer is subject to satisfactory completion of the required safeguarding checks outlined in Appendix 8, and receipt of suitable references.

The Recruitment and Selection procedure and Safer Recruitment checklist for new colleagues will be followed for the successful candidate by the Principal's PA, in conjunction with the Bursar and Principal.

Please refer to Appendix 8: Recruitment and Selection procedure and Safer Recruitment checklist for new colleagues

Protocol to explore any medical disclosure made as part of the appointment process

Where a colleague makes a disclosure regarding their physical or mental health, the below process will be followed prior to the colleague starting in their new role. This is done in order to support new employees, and to ensure ongoing monitoring throughout the probationary and post-probationary period.

A meeting will be scheduled with the Principal and SLT Line Manager to:

- 1) explore any potential impact on work.
- 2) seek to identify achievable support (if appropriate)
- 3) agree a schedule for regular review between the SLT Line Manager and colleague to ensure there is open and clear discussion about the work that is being achieved and the support that may be appropriate.

A written record of all meetings will be made, with meeting notes shared with the Principal and the Principal's PA. These will be used to inform the outcome of the probationary period.

Volunteer

Volunteer positions of responsibility at the College will require an Enhanced DBS check to be undertaken, if the volunteer is to be left with a student unsupervised. If the volunteer meets the frequency requirements for RA, then an Enhanced DBS check will be sought including a Barred List check.

(Notes for unsuccessful interviewed candidates will be kept for 6 months).

Exit interviews

An Exit Interview will be offered to all colleagues. They will take place with the Principal or Bursar and explore:

- How the job description has changed over time for the colleague.
- Key strengths of the College
- What they would change in the College.
- Any other relevant feedback to inform best practice
(A proforma is available for this)

A brief written summary of the interview will be held on the colleague's file, with the Principal bringing any matters of note to the Senior Leadership Team as appropriate.

APPENDICES

- 1) **Application Form for Support colleagues**
- 2) **Application Form for Teaching colleagues**
- 3) **Application Form for Pre-School Department colleagues**
- 4) **Reference Request Form for Support colleagues**
- 5) **Reference Request Form for Teaching colleagues**
- 6) **Induction process including safeguarding training Recruitment and Selection procedure and Safer Recruitment checklist for new colleagues**
- 7) **Exit Interview pro-forma**
- 8) **Recruitment and Selection Procedure and Safer Recruitment checklist for new colleagues**

Useful resources

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> <https://www.gov.uk/guidance/recruit-teachers-from-overseas>
<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

APPLICATION FORM FOR SUPPORT COLLEAGUES



Personal Details

Surname	
Forenames	Any previous surnames
Present Address	Title <i>(Mr/Mrs/Miss/Ms/other)</i>
	Nationality
Postcode	QTS
Telephone <i>(day)</i>	Date of Teaching Qualification
Telephone <i>(evening)</i>	When available to start
Mobile	Email <i>(home)</i>

Details of Current Employment

Position	Full time/Part time <i>(Please circle)</i>
Name of Company/School	Starting Date at this Company/School
Address	Notice Required
Postcode	May we contact you at work? Yes/No <i>(Please circle)</i>
Telephone	Email <i>(work)</i>
Description of Duties	

Previous Employment

Please give below details of **all** your previous employment (and explain any gaps), giving month and year of start/end, starting with the most recent. Add an additional sheet if necessary.

Name of Company/School	Post Held	Start Date (mm/yy)	End Date (mm/yy)	Reason for leaving

Education and Qualifications

Secondary School(s) attended	Start Date	End Date

Date	GCSEs/O levels	Grade

Date	A levels / Other	Grade

University/College Degree & any Other Professional Qualifications	Start Date	End Date	Subject	Qualification	Class/Grade

Applicants invited for interview will be asked to bring with them their original certificates to confirm the information given above.

Interests and activities

Please list your interests and activities, including details as appropriate

Safeguarding the Welfare of Children and Young People and Self-Disclosure

The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues to share this commitment. Applicants must be willing to undergo child protection screening including an Enhanced Disclosure and Barring Service (DBS) check and must be able to prioritise the well-being of young people in our care.

In advance of the above checks taking place, should there be any information which you wish to disclose as part of your application, please provide this in a separate envelope marked 'Confidential Self-Disclosure' and enclose with your completed Application Form.

Self-Disclosure provided?

YES/NO (please indicate)

Other

Please provide details of any connection to existing employees or Governors (e.g. family, friendship or relationship – personal or professional)

*Please provide details of **additional employment and personal business interests (or those of a member of your immediate family or some other close personal connection) which may conflict with the role for which you are applying at the College.***

Please provide details of any other information which you feel may be relevant to this application

References

Please give names and details of two persons to whom reference may be made as to qualifications and character. One should be your current employer, if applicable (or your last employer if you are currently not working). If you are not currently working in a school, then one referee must be the last employer where you worked with children/young people. For students, one referee should be from your college, or teacher training institution. Relatives, or people writing solely in the capacity of friends, may not be referees.

Present Employer	Other
Name	Name
Position	Position
School/company	School/company
Address	Address
Telephone	Telephone
Email	Email
May we contact this person without checking with you first? Yes/No (Please circle)	May we contact this person without checking with you first? Yes/No (Please circle)

Present or Last Salary Details

To help with the assessment of salary please indicate below your present or last (if now unemployed), gross annual salary, and give details of any allowances above the normal scale salary. If you have progressed on to the Upper Pay Scale, please advise which point you are on.

Basic Salary	Allowances	Gross Salary
£	£	£

Declaration:

I confirm that all the information on this application form is correct to the best of my knowledge and belief. I understand that an appointment is dependent on the necessary checks and references, including an enhanced police check with the Disclosure & Barring Service. By signing this application, I am confirming that I am willing for such checks to be carried out. I understand that if I have provided any false or misleading information my application may be rejected or I may be summarily dismissed (if appointed).

Signed	Date
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Equal Opportunities

The Ladies' College is an equal opportunities employer and does not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying.

Safeguarding

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As part of the recruitment process, and once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise. There is also a requirement for all employees to seek permission for and disclose details of additional employment, and to disclose details of personal business interests (or those of a member of their immediate family or some other close personal connection) which may conflict with their role at the College. All requests and disclosures should be made in writing to the Principal in a timely manner, with permission being sought prior to any additional employment being taken up.

Data Protection

This data has been requested by The Ladies' College exclusively for the purpose of recruitment. The Ladies' College will ensure that this is processed in compliance with its Privacy/Data/General Data Protection (GDPR) policy and Data Protection (Bailiwick of Guernsey) Law, 2017, and will ensure that any information disclosed within this form is not passed to anyone who is not authorised to have this information.

APPLICATION FORM FOR TEACHING COLLEAGUES



The
Ladies' College
Guernsey

Personal Details

Surname	
Forenames	Any previous surnames
Present Address	Title <i>(Mr/Mrs/Miss/Ms/other)</i>
	Nationality
Postcode	QTS
Telephone <i>(day)</i>	Date of Teaching Qualification
Telephone <i>(evening)</i>	When available to start
Mobile	Email <i>(home)</i>

Details of Current Employment

Position	Full time/Part time <i>(Please circle)</i>
Name of Company/School	Starting Date at this Company/School
Address	Notice Required
Postcode	May we contact you at work? Yes/No <i>(Please circle)</i>
Telephone	Email <i>(work)</i>
Description of Duties	

Previous Employment

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Name of Company/School	Post Held	Start Date (mm/yy)	End Date (mm/yy)	Reason for leaving

Education and Qualifications

Secondary School(s) attended	Start Date	End Date

Date	GCSEs/O levels	Grade

Date	A levels / Other	Grade

University/College Degree & any Other Professional Qualifications	Start Date	End Date	Subject	Qualification	Class/Grade

Applicants invited for interview will be asked to bring with them their original certificates to confirm the information given above.

Subjects offered

Please list the subjects you are able to teach and to what level

Interests and activities

Please list your interests and activities, including details as appropriate

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Present Employer	Other
Name	Name
Position	Position
School/company	School/company
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Telephone	Telephone
Email	Email
May we contact this person without checking with you first? Yes/No (Please circle)	May we contact this person without checking with you first? Yes/No (Please circle)

Present or Last Salary Details

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Basic Salary	Allowances	Gross Salary
£	£	£
Place on Main Pay Scale	Upper Pay Scale	Guernsey/UK

Declaration:

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Signed	Date
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APPLICATION FORM FOR PRE-PREP COLLEAGUES



The
Ladies' College
Guernsey

Personal Details

Surname	
Forenames	Any previous surnames
Present Address	Title <i>(Mr/Mrs/Miss/Ms/other)</i>
	Nationality
Postcode	QTS
Telephone <i>(day)</i>	Date of Teaching Qualification
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University/College Degree & any Other Professional Qualifications	Start Date	End Date	Subject	Qualification	Class/Grade

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Interests and activities

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Safeguarding the Welfare of Children and Young People and Self-Disclosure

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REFERENCE REQUEST FOR SUPPORT COLLEAGUES



The
Ladies' College
Guernsey

NAME OF APPLICANT:
POST APPLIED FOR:
NAME OF REFEREE:

Thank you for taking the time to complete this reference. On completion please return this form to **Mrs Rachel Chilton**, Personal Assistant to the Principal, by email to recruitment@ladiescollege.ac.gg:

PROFESSIONAL INFORMATION		
What is the name of your organisation?		
What position do you hold?		
What is your relationship to the candidate?	<ul style="list-style-type: none"> • Professionally: candidate's line manager <input type="checkbox"/> • Professionally: candidate's HR representative <input type="checkbox"/> • Personally: friend <input type="checkbox"/> previous co-worker <input type="checkbox"/> previous manager <input type="checkbox"/> 	
How long have you worked/did you work with the Applicant?		
Please confirm the Applicant's role and/or duties.		
Please confirm the Applicant's dates of employment:	Employment commenced :	Employment ended:
Please confirm number of days (or ½ days) of sickness absence in previous 2 years last two academic years		
Please confirm the reason for the termination of the Applicant's employment. If the Applicant was dismissed, please explain the reason for the Applicant's dismissal and the surrounding circumstances.		
Please confirm the Applicant's current salary (or their salary on termination).		

APPRAISAL OF APPLICANT					
Please rate the Applicant against the following criteria: (please continue on separate sheet if required)					
	Needs substantial development	Needs development	Acceptable	Strong	Outstanding
Attitude to work					
Attendance					
Punctuality					
Reliability					
Ability to meet deadlines					
Working relationships with colleagues					
Ability to work in a team					
Use of ICT (as appropriate to role)					
Ability to work under pressure					

DISCIPLINARY RECORD INFORMATION	
Has the Applicant been the subject of disciplinary proceedings (whether formal or informal) during the last 12 months of their employment?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Has the Applicant been the subject of any disciplinary proceedings (whether formal or informal) involving issues related to the safety and welfare of children or young people (whether or not any disciplinary sanction has expired)?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Are you completely satisfied that the Applicant is suitable to work with children?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Please provide details of any allegations or concerns that have been raised (whether formally or informally) about the Applicant (including the Applicant's behaviour towards children or young persons) which relate to the safety and welfare of children or young people whether or not an investigation was undertaken.	
Would you be willing to re-employ the Applicant? If your answer is "No", please explain why.	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Please include any other information which you consider may be relevant to the Applicant's application.	

I confirm that the answers given above (and any optional information) have been provided in good faith and are correct to the best of my knowledge and belief. Yes <input type="checkbox"/>	
Referee name and signature:	
Job title	
Countersignature <i>If you are not the Head, please ensure that this reference is countersigned by the Head.</i>	
Dated:	

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REFERENCE REQUEST FOR TEACHING COLLEAGUES



The
Ladies' College
Guernsey

NAME OF APPLICANT:
POST APPLIED FOR:
NAME OF REFEREE:

Thank you for taking the time to complete this reference. On completion please return this form to **Mrs Rachel Chilton**, Personal Assistant to the Principal, by email to recruitment@ladiescollege.ac.gg:

PROFESSIONAL INFORMATION		
What is the name of your organisation?		
What position do you hold?		
What is your relationship to the candidate?	<ul style="list-style-type: none"> Professionally: candidate's line manager <input type="checkbox"/> Professionally: candidate's HR representative <input type="checkbox"/> Personally: friend <input type="checkbox"/> previous co-worker <input type="checkbox"/> previous manager <input type="checkbox"/> 	
How long have you worked/did you work with the Applicant?		
Please confirm the Applicant's role and/or duties.		
Please confirm the Applicant's dates of employment:	Employment commenced :	Employment ended:
Please confirm number of days (or ½ days) of sickness absence in previous 2 years last two academic years		
Please confirm the reason for the termination of the Applicant's employment. If the Applicant was dismissed, please explain the reason for the Applicant's dismissal and the surrounding circumstances.		
Please confirm the Applicant's current salary (or their salary on termination).		

APPRAISAL OF APPLICANT						
Please rate the Applicant against the following criteria: (please continue on separate sheet if required)						
		Needs substantial development	Needs development	Acceptable	Strong	Outstanding
Attitude to work						
Attendance						
Punctuality						
Reliability						
Ability to meet deadlines						
Working relationships with colleagues						
Ability to work in a team						
Relationships with students (including classroom management)						
Quality of teaching						
Planning/preparation for lessons						
Marking, assessments and reporting to parents						
Use of ICT						
Ability to work under pressure						
Potential to provide leadership						
Contribution to the wider school community						
Extra curricular involvement						
Subject knowledge	Main subject					
	Secondary subject					
Was/is the Applicant? <i>(Please tick relevant posts)</i>		<div> <div>[Curriculum Co-ordinator]</div> <input type="checkbox"/> </div> <div> <div>[Form Tutor]</div> <input type="checkbox"/> </div> <div> <div>[Head of Department]</div> <input type="checkbox"/> </div> <div> <div>Other: (please specify)</div> <input type="checkbox"/> </div>				

DISCIPLINARY RECORD INFORMATION	
Has the Applicant been the subject of disciplinary proceedings (whether formal or informal) during the last 12 months of their employment?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Has the Applicant been the subject of any disciplinary proceedings (whether formal or informal) involving issues related to the safety and welfare of children or young people (whether or not any disciplinary sanction has expired)?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Are you completely satisfied that the Applicant is suitable to work with children?	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Please provide details of any allegations or concerns that have been raised (whether formally or informally) about the Applicant (including the Applicant's behaviour towards children or young persons) which relate to the safety and welfare of children or young people whether or not an investigation was undertaken.	
Would you be willing to re-employ the Applicant? If your answer is "No", please explain why.	Yes <input type="checkbox"/> / No <input type="checkbox"/>
Please include any other information which you consider may be relevant to the Applicant's application.	

I confirm that the answers given above (and any optional information) have been provided in good faith and are correct to the best of my knowledge and belief. Yes <input type="checkbox"/>	
Referee name and signature:	
Job title	
Countersignature <i>If you are not the Head, please ensure that this reference is countersigned by the Head.</i>	
Dated:	

Equal Opportunities

The Ladies' College is an equal opportunities employer and does not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying.

Safeguarding

The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced criminal records bureau check and be able to prioritise the well-being of young people in our care.

As part of the recruitment process, and once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise. There is also a requirement for all employees to seek permission for and disclose details of additional employment, and to disclose details of personal business interests (or those of a member of their immediate family or some other close personal connection) which may conflict with their role at the College. All requests and disclosures should be made in writing to the Principal in a timely manner, with permission being sought prior to any additional employment being taken up.

Data Protection

This data has been requested by The Ladies' College exclusively for the purpose of recruitment. The Ladies' College will ensure that this is processed in compliance with its Privacy/Data/General Data Protection (GDPR) policy and Data Protection (Bailiwick of Guernsey) Law, 2017, and will ensure that any information disclosed within this form is not passed to anyone who is not authorised to have this information.

Appendix 6: Outline of welcome and induction process for operational & teaching colleagues

Induction for operational colleagues: to take place on arrival or during the first week of new role.

Check that new colleagues have access to:

- Staff Handbook.
- IT: passwords and other login details (if relevant).
- Plan of the College site.

<https://ladiescollegeac.sharepoint.com/staff/Reference%20Documents/Forms/AllItems.aspx?id=%2Fstaff%2FReference%20Documents%2FCollege%20floor%20plan%2FThe%20Ladies%27%20College%20Site%20Map%20updated%207th%20March%202019%2Epdf&parent=%2Fstaff%2FReference%20Documents%2FCollege%20floor%20plan>

- Child Protection - contact information card and are aware of which colleagues are Designated Senior Persons and the process for reporting safeguarding issues

Discuss arrangements for:

Fire Safety – evacuation process.	Premises Manager
IT systems and support- as applicable to role	Network Manager
Reception (signing in and out)	Line Manager
Procedure in case of illness	Line Manager
Reprographic facilities and role of Multi-Media Technician	Line Manager
Refectory	Line Manager
Parking on site	Line Manager
Facilities – Staff Room (what happens at break/lunchtime)	Line Manager
Staff dress code	Line Manager

Induction for teaching colleagues:

To take place on arrival or during the first week of new role (typically during INSET at beginning of Michaelmas term)

The following is a typical breakdown of sessions in the Senior School and Sixth Form; sessions may be adapted/merged according to how much material is covered at one time, and the stage of the academic year in which the colleague has joined us.

Session 1 (usually on first INSET Day)

Getting started (JHE)	Completed	Feedback
Colleague 'buddy' allocated		
Child protection level 1 completed and signed. Info card received.		
ID/access card received		
Line manager (inc. frequency of meetings)		
Induction meeting dates		
Email working		
Integris training		
SharePoint training		

General information (JHE/RWO)	Completed	Feedback
Staff handbook received		
Site map		
Timetable received		
College calendar – how to access		
Absence procedure		
Reprographics (RWO)		
Staffroom & refectory 'house rules' Staffroom Friday biscuits		
Reception		

Teaching (JHE/ACB/CRO)	Completed	Feedback
Accessing class lists & photos (inc. EC boys) (JHE)		
Accessing SEND & exam access information (inc. EC boys) (ACB)		
Accessing pastoral information (inc. EC boys) (JHE)		
Dates for reporting, assessment and parents' evenings (JHE)		
Rewards & expectations policy (JHE)		
Expectations in the classroom – what makes an excellent lesson at The Ladies' College? (CRO)		

Session 2 (usually on 2nd INSET day)

Role of the form tutor (VMI & JHE)	Completed	Feedback
Tutor group base, group list and registration procedure on Integris(include expectations of students during registration)		
Expectations in the form room & lockers		
Year Co-ordinator – where to find them		
Dates of pastoral meetings & tutor group assemblies (JHE)		
General responsibilities & student tracking		
Communicating with parents (protocol, letters, bulletin, websiteetc) Letters for posting to office by 13:00 (JHE)		
Assemblies – expectations of colleagues and students (JHE)		

House System (TLE)	Completed	Feedback
Membership of House & venue for meetings. Expectations reattendance		
Head of House		
House events		

Teaching at The Ladies' College	Completed	Feedback
College Aims		
Teaching Girls at LC		
Teaching Boys from EC		
Appraisal (CRO)		
Probation process outlined.		

HoDs induction

Sessions 3, 4, 5 & 7 are specific to HoDs. The program was developed with the help and suggestions of existing Heads of Department.

You will have a buddy assigned to help answer any questions and give support. Your buddy should be an existing Head of Department and if this is not possible for we will make alternative arrangements to support you. Please speak to your line manager as your primary contact if you have additional queries.

Session 3 (early September)

	Completed	Feedback
Budget and ordering (ETAB)		
HoDs Resources (HBA) <ul style="list-style-type: none">• Locations• Handbook• Examination information and internal exam requests• Lesson observation templates• SOW / lesson plan templates		
Timeline and key dates including examinations, Options and Choices evenings. (HBA)		
The Head of Department Role (HBA)		
Sharing of first week experiences and Q&As (ALL)		

Session 4 (mid-September)

	Completed	Feedback
Independent Learning (HBA)		
Session on e-safety (PBE)		
Decider Skills		
The library (VTH)		
Complaints and disciplinary process outlined. (JHE)		

Session 5 (early October)

	Completed	Feedback
Lesson observations (CRS)		
Meetings (Departmental, SLT, Parents, EC) – expectations and advice (HBA)		
MidYIS, YELLIS and ALIS data (HBA)		
Exams Analysis (HBA)		
Sharing of experience and Q&As (ALL)		

Session 6 (mid -October)

	Completed	Feedback
The role of the governors and the management structure of the College. (ETAB)		
Guidance for content and submission of reports, including House Style. (JHE)		
Internal exams and standardised scores (HBA)		
Review of the year so far and discussion of Lent term events		

Session 7 HoDs only (November)

	Completed	Feedback
Timetabling, Options and Requisitions (HBA)		
SEND information and referrals		
Standardised exam results		
Work scrutiny		

Session 8 (date tbc – start of Trinity term)

	Completed	Feedback
Review of the Academic Year so far and any issues arising. Discussion of key dates and associated expectations of staff.		

Session 9 (date tbc – end of Trinity term)

	Completed	Feedback
Review of the Academic Year and any issues arising. Evaluation of induction process.		



The
Ladies' College
Guernsey

Exit Interview

Name of colleague:

Date:

Thank you. Wish well for the future.

What have you enjoyed?

What would you have changed?

How can we show we value colleagues more?

Any other comments, observations or suggestions?



RECRUITMENT AND SELECTION PROCEDURE

This document should be read in conjunction with the Safer Recruitment Policy and Procedures document.

Prior to interview the below stages will be followed to ensure an efficient process which meets all safeguarding requirements

Planning

- timetable decided
- job description and other documents to be provided to applicants, reviewed and updated as necessary
- application form provided which seeks all relevant information and includes relevant statements about references etc.

Vacancy advertised (where appropriate)

- Advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguarding and promoting welfare of children and need for successful applicants to be DBS checked.
- Job description(s) and application form accompany all advertised roles (internal and external)

Scrutinising applications and shortlisting

- all valid applications (i.e. must include application form) will be scrutinised by the shortlisting panel
- any discrepancies/anomalies/gaps in employment noted to explore, if candidate considered for short-listing.

References (seeking)

- sought directly from referees on short-listed candidates
- ask recommended specific questions
- include statement about liability for accuracy.

References (on receipt)

- checked against information on application; scrutinised
- any discrepancy/issue of concern noted to take up with referee and/or applicant (at interview if possible).
- references circulated to the Interview Panel Chairman.
- one reference followed up with a telephone call, where neither referee is known to the College.

Interview

- invitation to interview to include all relevant information and instructions
- interview panel meet in advance of the interview date to agree issues and questions/assessment criteria/standards
- interview process explores applicant's suitability for work with children as well as for the post.

For off-island candidates the Principal's PA verifies the identity and qualifications of shortlisted applicants on the day of interview by scrutiny of appropriate original documents and with copies of documents taken and placed on file. An application form for DBS disclosure will be completed in anticipation of a successful interview process.

Qualifications

(For teaching posts in maintained schools), the teacher has obtained Qualified Teacher Status (QTS) or is exempt from the requirement to hold QTS (for teaching posts in FE colleges) the teacher has obtained a Post-graduate Certificate of Education (PGCE) or Certificate of Education (Cert. Ed) awarded by a higher education institution, or the FE Teaching Certificate conferred by an awarding body.

If one of the above qualifications is not already in place, the College may support the applicant in gaining QTS.

Induction

The induction process provided at The Ladies' College is outlined in Appendix 6 of the College's Safer Recruitment Policy and Procedure

Conditional offer of appointment

Pre-appointment checks are conducted, as detailed in the **Safer Recruitment checklist for new colleagues** detailed later in this document. An offer is made conditional on satisfactory completion of the required safeguarding checks, receipt of satisfactory references and a successful probationary period.

SAFER RECRUITMENT CHECKLIST FOR NEW COLLEAGUES

NAME:		
JOB TITLE:		
LOCATION:		ACTIVE FROM:
ENHANCED DBS (<i>Portable Yes / No</i>) Certificate Number:		DATE RECEIVED
Date of Issue:	Checked by:	
DBS History:	DBS Status:	
SAFEGUARDING CHECKS:		
Birth Certificate (to verify identity)		
Teachers who have failed induction or probation list:		
General Teaching Council for England (GTCE) sanctions list:		
Teachers and others prohibited from the profession:		
Teachers sanctioned in other EEA member states list:		
Section 128 barring directions list:		
ADDITIONAL CHECKS REQUIRED? (for those who have lived or worked outside the UK)		
APPLICATION FORM / CV		
REFERENCES (2 x references required)		1 – 2 -
SIGNED CONTRACT RETURNED		
NEW STAFF DETAILS FORM		
EMERGENCY CONTACT DETAILS FORM		
MEDICAL FITNESS FORM		
DECLARATION OF CONFIDENTIALITY – for current academic year		
LATEST ANNUAL DECLARATION (<i>academic year</i>)		
HOUSING LICENCE/RIGHT TO WORK		
Status:	Licence Expiry:	
CERTIFICATES OF QUALIFICATIONS		
CHILD PROTECTION- (level 1 awareness training & level 2 training)		CP1 – CP2 –
HANDBOOK PROVIDED		
GUERNSEY SOCIAL INSURANCE REGISTRATION CARD		
INCOME TAX CODING NOTICE		
PENSION (all employees; exc. Temporary/fixed term contracts < one year)		
Pre-School Department – Extra Documentation (if applicable)(States documentation: Forms E and F and Staff Registration form)		
ENTERED ON INTEGRIS DATABASE		ENTERED ON STAFF DATABASE (SCR)
FILE COMPLETE	PARKING Y/N Y/N	PERMIT ISSUED

GUIDE TO SAFEGUARDING CHECKS AT THE LADIES' COLLEGE

The following checks are made using Department for Education resources as detailed below. These resource are available at: <https://www.teacherspensions.co.uk/employers/training-and-resources/references/tp-online.aspx> and a summary of the checks made, as taken from this resource, is given below:

Teachers who have failed induction or probation (886)

This list contains the details of all teachers who have failed their statutory induction or probation periods. Entry on this list does not mean that a teacher has had a prohibition order applied to them. As a result of failing an induction or probation period any person on this list is ineligible to teach in all maintained schools, pupil referral units and non-maintained special schools in England. However, they are free to work as a teacher in any other school, establishment or capacity where successful completion of an induction period is not an entry requirement.

General Teaching Council for England (GTCE) sanctions (146)

The personal data available on this report is disclosed in order to allow your organisation to fulfil its remit and legal obligations. The data must not be passed to any third parties except those fulfilling a service on behalf of and under the expressed instructions of your organisation. This list contains the details of teachers who are still subject to disciplinary sanctions from the GTCE. Any person on this list can only teach in maintained schools, pupil referral units and non-maintained special schools subject to the conditions of the sanction. If you are considering employing a teacher subject to a conditional registration order or suspension order, please contact the Teacher Services Division of the National College for Teaching and Leadership on 0207 593 5393 to confirm the current status of the order.

Teachers and others prohibited from the profession (1204)

The personal data available on this report is disclosed in order to allow your organisation to fulfil its remit and legal obligations. The data must not be passed to any third parties except those fulfilling a service on behalf of and under the expressed instructions of your organisation. This list contains all people who have a disciplinary sanction prohibiting them from working in the teaching profession. Any person included on this list with a prohibition order that starts prior to 1st April 2012 is ineligible to teach in any maintained school, pupil referral unit or non-maintained special school. Any person included on this list with a prohibition order that starts on or after 1st April 2012 is ineligible to teach in any school, including independent schools (including academies, 16-19 academies and free schools), local authority maintained schools and non-maintained special schools as well as sixth form colleges, relevant youth accommodation and children's homes in England.

Further information on Professional Conduct panel outcomes can be viewed at: <https://www.gov.uk/government/collections/teacher-misconduct>. This list does not include people barred from working with children by the Disclosure and Barring Service (DBS). Please refer to the individual teacher report for this information. The individual teacher report will indicate instances where there is a possible match with a DBS restriction. Please note,

using the NCTL Teacher Services web portal does not exempt employers from the statutory requirement to check a teacher's eligibility directly with the DBS.

Teachers sanctioned in other EEA member states

The personal data available on this report is disclosed in order to assist your organisation to fulfil its remit and legal obligations. The data must not be passed to any third parties except those fulfilling a service on behalf of and under the expressed instructions of your organisation. From 18 January 2016 where any European Economic Area (EEA) authority that is responsible for regulating the teaching profession imposes a restriction on a person's ability to work as a teacher, this information must be shared with all other EEA teacher regulators. This list contains those people who have been identified to the National College for Teaching and Leadership (NCTL) as having a current EEA member state restriction/sanction imposed on them. The information provided to NCTL is set out below. Whilst such a restriction/sanction does not currently prevent the person from taking up teaching positions in England, as part of your safer recruitment pre-appointment checks and to determine their suitability for the position in your school, you should obtain further information about the circumstances leading to this decision. Employers should contact the EEA regulator responsible for the decision to obtain more information about the reasons for imposing the sanction/restriction. IMPORTANT – where you decide to employ the individual please inform NCTL immediately, including the date they will begin work, by emailing Misconduct.Teacher@education.gsi.gov.uk or calling 0207 593 5393.

Section 128 barring directions (1)

This list contains the names of individuals who have been barred from taking part in the management of any independent school (including academies and free schools), under the terms of a direction made by the Secretary of State for Education.