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Recruitment, Selection and Disclosure Policy and Procedure

Including EYFS

October 2019

Key Points of the Recruitment Selection and Disclosure Policy and Procedure

<p>Purpose</p>	<p>The Foundation aims to ensure that the best possible Staff are recruited on the basis of their merits, abilities and suitability for the position; that all job applicants are considered equitably and consistently; that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, any gender reassignment, marital or civil partnership status, disability or age; that the Foundation complies with all relevant recommendations and guidance including having regard to published documents set out in the policy; that the Foundation meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.</p>
<p>Recruitment and Selection Procedure</p>	<ul style="list-style-type: none"> • All applicants for employment will be required to complete an Application Form; • Applicants will receive a Job Description and Person Specification for the role applied for; • The applicant may then be invited to attend a Formal Interview. References will be requested prior to the interview; • If it is decided to make an Offer of Employment following the formal interview, any such offer will be conditional on set criteria within the policy; • If the offer is accepted and the conditions are satisfied, the applicant will be issued with a Mill Hill School Foundation Contract of Employment as confirmation of employment; • There are key expectations for visiting speakers outlined in the policy that must be followed.
<p>Pre-employment checks</p>	<ul style="list-style-type: none"> • Verification of Identity and address • Professional qualifications • Minimum of two references • Right to work in UK • Disclosure and barring Service Disclosure • Verification of the candidate's mental and physical fitness to carry out their work responsibilities • Overseas check if applicable • Prohibition from teaching including an EEA check • Prohibition from management check section 128 when applicable • Childcare disqualification requirements

<p>Recruitment of ex-offenders</p>	<ul style="list-style-type: none"> • It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the Foundation. • If relevant information is volunteered by an applicant the Foundation will consider certain assessment criteria before reaching a recruitment decision. • It is 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, it is considered high risk to employ anyone who has been convicted of drink driving within the last 10 years. • The Foundation’s HR Manager will carry out a risk assessment by reference to the criteria set out in the Policy. The Head of the relevant School or DFO, as appropriate, must counter sign the Assessment Form before a final decision is made about the appointment and the position is offered. • The Foundation’s Policy is to observe the guidance issued or supported by the DBS on the use of Disclosure Information.
<p>Retention of Records & Central Register</p>	<ul style="list-style-type: none"> • If an applicant is appointed, the Foundation will retain any relevant information provided on their Form (together with any attachments) and all copies of the identity documents, right to work evidence, medical fitness and qualifications, on their personnel file. This documentation will be retained for the duration of the successful applicant’s employment. • The Foundation maintains a central register of staff appointments, including volunteers, coaches, supply staff and governors and regular contractors
<p>Recruitment Process</p>	<p>In accordance with best practice one Senior Member of the Foundation Staff will Chair the Selection Panel and lead the recruitment process and one member of a Selection Panel will be trained in Safer Recruitment.</p>
<p>Referrals to the DBS & TRA</p>	<p>The Foundation also has a legal duty to make a referral to the DBS and TRA (Teaching Regulation Agency) in circumstances where an individual has applied for a position at the Foundation despite being barred from working with children or has been removed by the School from working in regulated activity or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.</p>
<p>Review of Policy</p>	<p>This policy will be reviewed every annually by resolution of the Nominations and Governance Committee of the Court of Governors</p>

The above Key Points are a synopsis and are not intended to replace the policy. The full policy must be read and followed in the event that it needs to be applied. If the Key Points are found to be in conflict with the wording of the full policy, the policy takes priority.



1. Introduction

The Mill Hill School Foundation (the “Foundation”) is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The Foundation is also committed to providing a supportive and flexible working environment to all its members of Staff. The Foundation recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain Staff of the highest calibre who share this commitment.

The aims of the Foundation’s recruitment policy are as follows:

- to ensure that the best possible Staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equitably and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, any gender reassignment, marital or civil partnership status, disability or age;
- to ensure compliance with all relevant recommendations and guidance including having regard to that published by the Department for Education (the ‘DfE’) in Working Together to Safeguard Children (‘WTSC’) (August 2018), ‘Keeping Children Safe in Education (‘KCSIE’) (September 2019), Disqualification under the Childcare Act (‘DUCA’) (2006) as updated in August 2018, The Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014; Education Act 2002; the Prevent Duty Guidance for England and Wales (‘PDG’) (2015), the Prevent Duty: Departmental advice for schools and childminders (‘PDDA’) (June 2015); and the Code of Practice published by the Disclosure and Barring Service and the requirements of the Disclosure and Barring Service (DBS formerly the Criminal Records Bureau); and the UKVI guidance on ‘Prevention of Illegal Working: a Summary Guide for Employers’ (October 2013).
- to ensure that the Foundation meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

In accordance with best practice and whenever reasonably practicable, the Foundation will appoint one Senior Member of the Foundation Staff to Chair the Selection Panel and lead the recruitment process.

At least one member of a Selection Panel will be trained in Safer Recruitment as required by ‘School Staffing (England) Regulations (2009).

Employees involved in the recruitment and selection of Staff are responsible for familiarising themselves with and complying with the provisions of this policy.

2. Data Protection

The Foundation is legally required to carry out the pre-appointment checks detailed in this procedure. Staff and prospective staff will be required to provide certain information to the Foundation to enable the Foundation to carry out the checks that are applicable to their role. The Foundation will also be required to provide certain information to third parties, such as the Disclosure and Barring Service and the Teaching Regulation Agency. Failure to provide requested information may result in the Foundation not being able to meet its employment, safeguarding or legal obligations. The Foundation will process personal information in accordance with its Privacy Notice.



3. Recruitment and Selection Procedure

Before the Recruitment Procedure commences the Foundation's Permission to Recruit Form (a copy of which is set out in Appendix 1) must be completed and signed by the Head of the relevant School and the Director of Finance and Operations and a copy sent to the HR Manager. Any advertisement for a role within the Foundation will contain a provision as to the Foundation's commitment to safeguarding. The Recruitment Procedure will follow the steps set out in the Recruitment Checklist (a copy of which is set out in Appendix 2)

All applicants for employment will be required to complete an Application Form (the 'Form') containing questions about their academic and employment history and suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. A curriculum vitae will not be accepted in place of the completed application form.

Applicants will receive a Job Description and Person Specification for the role applied for. Applicants will be advised that the Foundation is committed to the safeguarding and promoting the welfare of children and young people and that any previous employer of an Applicant may be contacted by the Foundation concerning the application made.

The applicant may then be invited to attend a Formal Interview/s (the 'Interview') at which his/her relevant skills and experience will be discussed in more detail. Any inconsistencies, gaps or anomalies in the information on academic or employment history will be examined and a record made of satisfactory clarification. All short-listed applicants will be required to attend an Interview and a written record of the determination of the outcome of the Interview will be made.

If it is decided to make an Offer of Employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the Foundation's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- verification of the applicant's employment history;
- the receipt of a minimum of two satisfactory references (in most cases three references will be sought and one of which must be from the applicant's most recent employer) which the Foundation considers satisfactory. For teaching staff, following best practice, the Foundation will ask for and endeavour to obtain two references prior to the Interview. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children;
- the receipt of a Disclosure from the Disclosure and Barring Service with which the Foundation is satisfied and where the position amounts to 'regulated activity' (see Section 3.3 below) the receipt of an enhanced disclosure with barred list check from the DBS which the Foundation considers is satisfactory;
- or the applicant is registered to the DBS update service at Enhanced level and this is checked online
- where the position amounts to 'regulated activity' (see Section 4.4 below), confirmation that the applicant is not named on the Children's Barred List;
- a satisfactory check that the applicant is not subject to a teaching prohibition order issued by the Secretary of State;
- confirmation that the applicant is not subject to a direction under Section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a school, taking



part in the management of an Independent School or working in a position which involves regular contact with children;

- where the applicant is taking up a management position (as defined in paragraph 120 of Part 3 of KCSIE 2019), confirmation that the applicant is not subject to a direction under Section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014 which prohibits, disqualifies or restricts them from being involved in the management of an Independent School. The Foundation will carry out this check on all appointments to management positions even if the applicant is an internal candidate. For the purposes of this check, management positions will include Headteachers, teaching positions with Departmental Headships, all staff on the Senior Leadership Team (including non-teaching staff) and Governors;
- confirmation that the applicant is not disqualified from working in connection with early or later years (under-8s) provision if applicable to the position;
- verification of the applicant's right to work in the UK;
- any additional checks which the Foundation considers are necessary, having regard to any guidance issued by the DfE, as a result of the applicant living or having lived or worked outside the UK, including checks for information about sanctions or restrictions imposed in other European Economic Area countries by a professional regulating authority. The Foundation will refer to the relevant Home Office guides as to what checks are available from different countries and foreign embassies. These checks will include a check for information about any teacher sanction or restriction that has been imposed by a professional regulating authority in the European Economic Area (EEA) where the applicant has taught in the EEA.;
- verification of professional qualifications which the School deems to be a requirement for the position, or which the applicant otherwise cites in support of their application (where they have not been previously verified); The Teacher Services' system will be used to verify any award of qualified teacher status (QTS) and the completion of teacher induction or probation;
- confirmation that the applicant is not disqualified from acting as a trustee/governor or senior manager of a charity under the Charities Act 2011 (if applicable) (see 4.7 below);
- the receipt of a satisfactory health questionnaire so that the Foundation can satisfy itself that an applicant has the appropriate level of physical and mental fitness in accordance with the Education (Health Standards) (England) Regulations 2003
- such other pre-employment checks as the School is required to complete in accordance with its statutory or regulatory obligations, including the Boarding Schools: National Minimum Standards for Boarding Schools.

If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a Mill Hill School Foundation Contract of Employment as confirmation of employment.

The receipt of satisfactory references and satisfactory Disclosure, or its equivalent for an overseas applicant, must be completed before the conditional offer of appointment can be confirmed.

In exceptional circumstances, such as the delay in the return of the DBS Disclosure, a successful applicant will only be permitted to commence employment at the Foundation before the Foundation is in receipt of the successful applicant's DBS Disclosure in accordance with the KCSIE guidelines. In such circumstances a barred list check will be carried out before starting and a Risk Assessment will be undertaken by the Head of the relevant School. The Risk Assessment will be placed in the successful applicant's personnel file. This Risk Assessment will identify suitable supervision arrangements pending the receipt of the successful applicant's DBS disclosure and will be reviewed weekly by the by the Head of the relevant School who undertook the Risk Assessment and a written record will be kept. In accordance with KCSIE, the enhanced DBS Disclosure will be obtained as soon as practicable after the



applicant has commenced supervised work at the Foundation.

In accordance with KCSIE guidelines regarding employment in a school or equivalent educational establishment, the Foundation may accept, as a temporary arrangement as part of a Risk Assessment, a DBS Disclosure from a successful applicant's previous employer subject to the written consent of the applicant and where there has been no gap in employment of three months or more. The Foundation when accepting a DBS Disclosure from a successful applicant's previous employer will comply with the KCSIE and DBS guidelines and a barred list check will be carried out before starting employment at the Foundation.

4. Pre-employment checks

In accordance with the recommendations of the DfE in KCSIE, the Foundation carries out a number of pre-employment checks in respect of all prospective employees.

In addition to the checks set out below, the Foundation reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the Foundation. This may include internet and social media searches.

In fulfilling its obligations the Foundation does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

4.1 Verification of Identity and Address

All applicants who are invited to an Interview will be required to bring the following evidence of photo identity, address, birth and qualifications:

- current driving licence (including photograph);
- Or
- passport;
- And
- two utility bills or statements (from different sources) showing their name and home address;
- And
- documentation confirming their National Insurance number (P45, P60 or National Insurance Card);
- And
- documents confirming any educational and professional qualifications referred to in their Form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

The Foundation asks for the date of birth of all applicants to assist with the vetting of the applicants. Proof of date of birth is necessary so that the Foundation may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The Foundation does not discriminate on the grounds of age.



4.2 Medical Fitness

The Foundation is legally required to verify the medical fitness of anyone to be appointed to a post at the Foundation, after an offer of employment has been made but before the appointment can be confirmed. It is the Foundation's practice that all applicants to whom an offer of employment is made must complete a Health Questionnaire. The Foundation will arrange for the information contained in the Health Questionnaire to be reviewed by its HR Manager. 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 requirements of the role i.e proposed timetable, extra-curricular activities, layout of the Foundation etc. If the Foundation's HR Manager has any doubts about an applicant's fitness the Foundation will consider reasonable adjustments in consultation with the applicant. The Foundation may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

Any failure by the applicant to disclose any information requested by the Health Questionnaire could result in the Offer of Employment being withdrawn. The Foundation is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

4.3 References

All offers of employment will be subject to the receipt of a minimum of two satisfactory references (in most cases three references will be sought), one of which must be from the applicant's current or most recent employer. For teaching staff, following best practice, the Foundation will ask for and endeavour to obtain two references prior to the Interview. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant as a friend. When a reference is taken over the telephone then detailed notes will be taken, dated and signed.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm whether the applicant could be considered to be involved in 'extremism' (as defined in Section 4.13 below). If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary and job title/duties, reason for leaving, performance, sickness and disciplinary record except that questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety or welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated or malicious;
- whether any allegations or concerns have been raised about the applicant that relate to the safety or welfare of children or young people or behaviour, including radicalisation, towards children or young people, except where the issues were deemed to have resulted from allegations or concerns found to be false, unsubstantiated or malicious.



The Foundation will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. A written reference may be followed up by a telephone call to the referee to verify the reference.

References will be requested for all short-listed candidates including where the candidate is an existing employee of the Foundation.

The Foundation will compare all references with any information given on the Form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

4.4 Criminal records checks

Prior to 29 May 2013 an enhanced disclosure contained details of all convictions on record (including those which are defined as “spent” under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It could also contain non-conviction information from local police records which a chief police officer considered relevant to the role applied for at the Foundation.

4.4.1 DBS filtering rules

Since 29 May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The DBS and the Home Office have developed a set of filtering rules relating to spent convictions which work as follows:

For those aged 18 or over at the time of an offence

An adult conviction for an offence committed in the United Kingdom will be removed from a DBS disclosure if:

- (a) eleven years have elapsed since the date of conviction;
- (b) it is the person’s only offence; and
- (c) it did not result in a custodial sentence.

It will not be removed under any circumstances if it appears on a list of “specified offences” which must always be disclosed. If a person has more than one offence on their criminal record, then details of all their convictions will always be included.

A caution received when a person was aged 18 or over for an offence committed in the United Kingdom will not be disclosed if six years have elapsed since the date it was issued, and if it does not appear on the list of “specified offences”.

For those aged under 18 at the time of an offence

A conviction for an offence committed in the United Kingdom will be removed from a DBS disclosure if:

- (a) five and a half years have elapsed since the date of conviction;
- (b) it is the person’s only offence; and
- (c) it did not result in a custodial sentence.

Again, the conviction will not be removed under any circumstances if it appears on the list of “specified offences”, or if a person has more than one offence on their criminal record.



A caution received when a person was aged under 18 for an offence committed in the United Kingdom will not be disclosed if two years have elapsed since the date it was issued and if it does not appear on the list of “specified offences”.

The list of “specified offences” which must always be disclosed.

This contains a large number of offences, which includes certain sexual, violent and other offences that are considered so serious they will always be disclosed, regardless of when they took place or of the person’s previous or subsequent criminal record. The list of “specified offences” can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>.

4.4.2 Regulated activity

The Foundation applies for an enhanced disclosure from the DBS and a check of the Children’s Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the Foundation which amount to “regulated activity” as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children’s Barred List and to obtain other relevant suitability information. Any position undertaken at, or on behalf of the Foundation will amount to “regulated activity” if it is carried out:

- (a) frequently, meaning once a week or more; or
- (b) overnight, meaning between 2.00 am and 6.00 am; or
- (c) satisfies the “period condition”, meaning four times or more in a 30 day period; and
- (d) provides the opportunity for contact with children.

Roles which are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

4.4.3 Disclosure and Barring Service Disclosure

It is for the Foundation to decide whether a role amounts to “regulated activity” taking into account all the relevant circumstances. However, nearly all posts at the Foundation amount to regulated activity. Limited exceptions could include an administrative post undertaken on a temporary basis in the Foundation office outside of term time or voluntary posts which are supervised.

Due to the nature of the work, the Foundation applies for criminal record certificates from the Disclosure and Barring Service (the ‘DBS’) in respect of all prospective employees, Governors and volunteers.

There are three types of check that may be requested from the DBS depending on the nature of the position, namely Standard Disclosure, Enhanced Disclosure and Standard Disclosure with Barred list information.

The Foundation considers that all positions within the Foundation will amount to “regulated positions” within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000), as defined by the DBS and ISI Regulatory Requirements (September 2018). It is the Foundation’s normal policy to require a satisfactory Enhanced Disclosure or Enhanced Disclosure with Barred list information for all its employees and volunteers in accordance with the guidance as set out in KCSIE, ‘The Safeguarding of Vulnerable Groups Act 2006’ and guidance given in ‘Regulated activity in relation to Children: scope’ and by the DBS.



The Flow Chart of Disclosure and Barring Service criminal record checks and barred list checks for the various categories of employee at a school given in KCSIE is attached at Annex 3. The Foundation will comply with this guidance.

4.4.4 Agency and third party staff (supply staff)

The Foundation expects supply/temporary worker agencies or third party organisations that are used by the Foundation to work with, or provide services for, children for whom the Foundation is responsible, to register with the DBS on their own account and to comply with the recruitment measures as detailed in this policy or their own comparable policy. Proof of registration with the DBS will be required before the Foundation will commission services from any such organisation and the Foundation will require proof of a satisfactory Disclosure from the DBS for all supply/temporary workers provided by such agencies. Written confirmation from the Agency that it has carried out the appropriate checks on an individual will be obtained before appointment, in the Form set out in Appendix 3. Where the position to be filled by the supply/temporary worker requires a barred list check, this must be obtained by the agency or third party organisation prior to such person being appointed. The Foundation will complete identification verification to check that the person presenting themselves for work is the same person on whom the checks have been made.

4.4.5 Contractors

The Foundation requires a contractor in a contract let by the Foundation where the contractor employs staff to work with, or provide services for, children for whom the Foundation is responsible, to adopt and implement the measures described in this policy. Where such a contractor is not registered with the DBS on their own account the Foundation may agree to assist such a contractor by making application for criminal record certificates from the DBS in respect of the prospective contractor employed staff on behalf of the contractor as appropriate.

The Foundation will independently verify the identity of staff supplied by contractors or an agency and will require the provision of the original DBS disclosure certificate before contractor or agency staff can commence work at a Foundation School.

The Foundation will require contractors engaging in regulated activity to have an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. The Foundation will not permit any contractor for whom no checks have been obtained to work unsupervised or engage in regulated activity. The Foundation will determine the appropriate level of supervision depending on the circumstances.

4.4.6 Transport/ Taxi Agencies

Prior to the appointment of any Transport Agencies, such as minibus or taxi companies, the Foundation will carry out such checks as it considers necessary to satisfy itself that the Transport Agency has complied with the requirements of KCSIE, its licensing/regulatory authority and will require evidence that the drivers have obtained clear DBS checks.

The Foundation will, from time to time, inspect the records of the Transport Agency to ensure that the said Agency continues to be compliant.

4.4.7 Volunteers

The Foundation recognises that volunteers are regarded by children as safe and trustworthy adults. A prospective volunteer will be recruited in accordance with the measures described in this policy.



The Foundation will request an enhanced DBS disclosure and Children's Barred List check on all volunteers who undertake unsupervised activity with pupils at or on behalf of a Foundation School on a frequent and regular basis in accordance with the definition of regulated activity.

The Foundation will request an enhanced DBS disclosure without Children's Barred List information on all volunteers who do not undertake regulated activity. This is likely to be because their volunteering duties are subject to regular, day to day supervision by a fully checked member of staff or by a volunteer who the Foundation School has deemed appropriate to supervise and ensure the safety of those pupils in their care.

Under no circumstances will the Foundation School permit an unchecked volunteer to have unsupervised contact with pupils.

The Foundation will require a new DBS certificate for volunteers who engage in regulated activity but who have not been involved in any activities with a Foundation School for three consecutive months or more. Those volunteers who are likely to be involved in activities with a Foundation School on a regular basis may be required to sign up to the DBS update service as this permits the Foundation School to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

In addition the Foundation will seek to obtain such further suitability information about volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.

A Governor will be regarded as a volunteer who will be engaged in regulated activity.

A volunteer recruited by an external organisation to work at the Foundation will be regarded as a supply/temporary worker.

4.4.8 Visitors

The Foundation acknowledges that it does not have the power to request DBS checks and barred list checks or ask to see DBS certificates, for visitors. The Heads of each Foundation School will use their professional judgment about the need to escort or supervise visitors.

4.4.9 Applicants with periods of overseas residence

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. The Foundation will take into account the "DBS unusual addresses guide" in such circumstances.

The Foundation takes into account the guidance issued by the NSPCC when deciding whether to request overseas information from applicants, which recommends that such information should be sought on those who have lived overseas for periods of three months or more in the last five years. However, the Foundation recognises that Education (Independent School Standards) Regulations 2014 do not specify that a minimum period of overseas residence is required. The Foundation therefore assesses each applicant's situation on its individual facts.



Where applicants are asked to provide further overseas information this will include a criminal records check from the relevant jurisdiction(s) or a certificate of good conduct (as appropriate) and / or references from any employment held.

Work can only commence once sufficient overseas information has been received and only if the Foundation has considered that information and confirmed that the applicant is suitable to commence work at the Foundation.

4.5 Prohibition from teaching check

The Foundation is required to check whether staff who carry out “teaching work” are prohibited from doing so. The Foundation will carry out these checks on new applicants who are to be employed as a teacher and existing members of staff who are employed as teachers but who are adopting a different role within the Foundation. The Foundation uses the Teaching Regulation Agency Teacher Services system to check whether successful applicants are the subject of a prohibition, or interim prohibition order issued by a professional conduct panel on behalf of the Teaching Regulation Agency.

In addition the Foundation asks all applicants for roles which involve “teaching work” (and their referees) to declare in the application form whether they have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by, the Teaching Regulation Agency or other equivalent body in the UK.

It is the Foundation’s position that this information must be provided in order to fully assess the suitability of an applicant for a role which involves “teaching work”. Where an applicant is not currently prohibited from teaching but has been the subject of a referral to, or hearing before, the Teaching Regulation Agency (or other equivalent body) whether or not that resulted in the imposition of a sanction, or where a sanction has lapsed or been lifted, the Foundation will consider whether the facts of the case render the applicant unsuitable to work at the Foundation.

The Foundation carries out this check, and requires associated information, for roles which involve “teaching work”. In doing so the Foundation applies the definition of “teaching work” set out in the Teachers’ Disciplinary (England) Regulations 2012 which states that the following activities amount to “teaching work”:

- planning and preparing lessons and courses for pupils
- delivering lessons to pupils
- assessing the development, progress and attainment of pupils; and
- reporting on the development, progress and attainment of pupils.

The above activities do not amount to “teaching work” if they are supervised by a qualified teacher or other person nominated by the Head. If in any doubt or if the applicant has taught previously, or may teach in future, the check will be undertaken, including for sports coaches.

In addition, for all appointments made on or after 18 January 2016, where an applicant has carried out teaching work outside of the UK the School will ask the applicant (and their referees) whether they have ever been referred to, or are the subject of a sanction issued by, a regulator of the teaching profession in the countries in which they have carried out teaching work. This will include checking for the existence of any sanctions issued by regulators of the teaching profession in other EEA countries using the Teaching Regulation Agency Teacher Services system.

4.6 Prohibition from management check

The Foundation is required to check whether any applicant for a management position is subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school (a section 128 direction). The



Foundation will carry out checks for such directions when appointing applicants into management positions from both outside the Foundation and by internal promotion.

This check applies to appointments to the following positions made on or after 12 August 2015:

- Head
- teaching posts on the Senior Leadership Team
- teaching posts which carry a departmental head role;
- support staff posts on the Senior Leadership Team; and
- the Foundation will assess on a case by case basis whether the check should be carried out when appointments are made to teaching and support roles which carry additional responsibilities.

It also applies to appointments to the governing body.

The relevant information is contained in the enhanced DBS disclosure certificate (which the Foundation obtains for all posts at the Foundation that amount to regulated activity). It can also be obtained through the Teaching Regulation Agency Teacher Services system. The Foundation will use either, or both, methods to obtain this information.

In addition the Foundation asks all applicants for management roles to declare in the application form whether they have ever been the subject of a referral to the Department for Education, or are subject to a section 128 direction or any other sanction which prohibits, disqualifies or restricts them from being involved in the management of an independent school.

It is the Foundation's position that in order to fully assess the suitability of an applicant for a management role it must be provided with the above information. Where an applicant is not currently prohibited from management but has been the subject of a referral to, or hearing before, the Department for Education or other appropriate body whether that resulted in the imposition of a section 128 direction or other sanction, or where a section 128 direction or other sanction has lapsed or been lifted, the Foundation will consider whether the facts of the case render the applicant unsuitable to work at the Foundation.

4.7 Disqualification from acting as a charity trustee or senior manager

Background

Under the Charities Act 2011 it is a criminal offence for a person to act as a trustee or senior manager of a charity when disqualified from doing so. The Charities Act 2011 sets out the grounds on which a person can be disqualified from acting as a trustee or senior manager. These include various spent and unspent criminal offences and other sanctions.

Who is covered?

A person is considered to be a charity trustee if they are one of the people who have general control and management of the administration of the charity. In an independent school the trustees will typically be the governors of the school.

Senior managers include those employees who report directly to the charity trustees or have responsibility for the overall management and control of the charity's finances. At the Foundation the disqualification rules will be applicable to all governors, the Heads of each Foundation school, the Chief Executive Officer, the Director of Finance and Operations and potentially other senior staff who report directly to the governors.



Self-declaration

All those who are covered by the disqualification rules are required to complete a self-declaration form to confirm whether, to the best of their knowledge, they are subject to any of the disqualification criteria.

A failure to disclose relevant information, or the provision of false information, which subsequently comes to the Foundation's attention may result in the termination of an appointment as a governor or senior manager or the withdrawal of an offer of employment and may also amount to a criminal offence.

All those who are required to complete a self-declaration form are also under an ongoing duty to inform the Foundation if there is a change in their circumstances that results or may result in them becoming disqualified from acting as a governor or senior manager.

Checks by the Foundation

To ensure that it has accurate and up to date information the Foundation will also check the following registers in respect of each governor and senior manager who is already in post or is appointed in future:

- (a) the Insolvency Register;
- (b) the register of disqualified directors maintained by Companies House; and
- (c) the register of persons who have been removed as a charity trustee.

Waiver

A person who discloses that one or more of the disqualification criteria is applicable to them may apply to the Charity Commission for a waiver of the disqualification.

The Foundation may at its absolute discretion withdraw an offer of employment for a senior manager or cease or terminate an appointment to the governing body if a waiver application becomes necessary or is rejected by the Charity Commission. The Foundation is under no obligation to await the outcome of a Charity Commission waiver application before taking such action.

4.8 Professional Qualifications

The Foundation will verify the professional qualifications as and where appropriate of an applicant to be employed prior to appointment. The Foundation will verify any qualifications taken into account in making the appointment.

4.9 Right to Work in UK

The Foundation will verify the right to work in the UK of an applicant to be employed.

4.10 Childcare Disqualification Requirements

The Childcare Act 2006 (the Act) and the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (the Regulations) state that it is an offence for the School to employ anyone in connection with our early years provision (that is up to and including reception year) (EYP) or later years provision (which covers pupils above reception age but under 8 years old) (LYP) who is disqualified, or for a disqualified person to be directly involved in the management of EYP or LYP.

EYP includes usual school activities and any other supervised activity for a child up to 1 September after the child's 5th birthday, which takes place on the school premises during or outside of the normal school day;

LYP includes provision for children not in EYP and under the age of 8 which takes place on school



premises outside of the normal school day, including, for example breakfast clubs, after school clubs and holiday clubs. It does not include extended school hours for co-curricular activities such as sports activities.

- DUCA states that only those individuals who are employed directly to provide childcare are covered by the Regulations. “Childcare” means any form of care for a child, which includes education and any other supervised activity for a child who is aged 5 or under. “Childcare” in LYP does not include education during school hours but does cover before and after school clubs.

Roles which will be covered by the Regulations are teaching and teaching assistant positions in EYP, and those which involve the supervision of under 8s in LYP. Those who are directly involved in the management of EYP and LYP include the Head, and may also include other members of the leadership team as well as those involved in the day to day management of EYP or LYP at the Foundation.

DUCA contains an express statement that cleaners, drivers, transport escorts, catering and office staff are not covered by the Regulations.

Some roles at the Foundation may involve the provision of childcare in EYP or LYP on an occasional basis. They will not automatically be within the scope of the Regulations and the Foundation will therefore consider whether they do on a case by case basis. The Regulations only apply to a limited number of roles within the Foundation but do extend beyond employees to governors and volunteers who carry out relevant work in EYP or LYP.

The criteria for which a person will be disqualified from working in connection with EYP or LYP are set out in the Regulations. They are not only that a person is barred from working with children (by inclusion on the Children’s Barred List) but also include:

- having been cautioned (after 6 April 2007) for, or convicted of, certain criminal offences including violent and sexual criminal offences against children and adults whether committed in the United Kingdom or overseas or any offence involving death or injury to a child (even if not specifically listed in guidance);
- various grounds relating to the care of children, including where an order is made in respect of a child under the person’s care;
- having been refused registration for the provision of childcare (including nurseries, day care and child minding or other childcare), having been disqualified from any such registration or having had that registration cancelled;
- having been refused an application for registration of a children’s home or having had any such registration cancelled;
- having been prohibited, restricted or disqualified from private fostering-

All applicants to whom an offer of employment is made to carry out a relevant role in EYP or LYP will be required to complete a Self-Declaration Form confirming whether they, meet any of the criteria for disqualification under the Regulations. The School will decide whether a role is relevant and within the scope of EYP or LYP by having regard to the guidance in DUCA. Employment with the Foundation in any relevant role will be conditional upon completion of the Self-Declaration Form and upon the applicant not being disqualified. The Foundation cannot permit any person who is currently disqualified to start work in a relevant role. The Foundation also reserves the right at its absolute discretion to withdraw an offer of employment if, in the opinion of the Foundation, any information disclosed in the Self-Declaration Form renders that person unsuitable to work at the Foundation.



Applicants who have any criminal records information to disclose about themselves, must also provide the following information:

- details of the order, restriction, conviction or caution and the date that this was made;
- the relevant court or body and the sentence, if any, which was imposed; and
- a copy of the relevant order or conviction.

Applicants are not required 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.

For the avoidance of doubt the Foundation does not require applicants to request any criminal records information directly from the DBS. The Foundation only requires applicants to provide relevant information about themselves "to the best of their knowledge".

A person who discloses information which appears to disqualify them from working in a relevant role may apply to Ofsted for a waiver of the disqualification. The Foundation may withdraw an offer of employment at its absolute discretion and is under no obligation to await the outcome of an Ofsted waiver application. If a waiver application is rejected the Foundation will withdraw the conditional offer of employment.

The Foundation will securely destroy any information which is provided by an applicant which is not relevant to the childcare disqualification requirements as soon as it is established that it is not relevant. Where a person appointed to a role at the Foundation is found to be disqualified the Foundation will retain any relevant information only for the period it takes for a waiver application to be heard and the decision communicated to the Foundation, after which it will be securely destroyed.

After making this declaration staff who are in a relevant role are under an on-going duty to inform the Foundation if their circumstances change in a way which would mean they subsequently meet any of the criteria for disqualification. Any failure to disclose relevant information now, or of a future change in circumstances, will be treated as a serious disciplinary matter and may lead to the withdrawal of a job offer or dismissal for gross misconduct.

4.11 The National Minimum Standards for Boarding Schools (NMS)

The Foundation will comply with the requirements of the NMS in relation to the recruitment of boarding house staff and all adults who come into contact with boarders. In addition, the Foundation will obtain for all persons over 16 who begin to live on the same premises as boarders but are not employed by the Foundation, an enhanced certificate with barred list from the DBS. The Foundation will exercise its judgement in considering whether to obtain such a check to overnight visitors or the members of the staff's extended family. Such judgement will be based on a reasonable, risk assessed approach in light of its obligation to keep boarders safe. The Foundation will require all persons over 16 living in the same premises as boarders to enter into a written agreement with it requiring them to supervise their visitors and acknowledging that a failure to do so could result in them being required to leave their accommodation. Such persons will also be required to disclose to an unrelated designated member of staff, if they are charged with, or convicted of, any offence.



4.12 Visiting Speakers and the Prevent Duty

The Prevent Duty Guidance requires the Foundation to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

The Foundation recognises that it is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the Foundation or perform any other regular duties for or on behalf of the Foundation.

A visiting speaker must only be invited with the permission of the Head of the School or, in the Head's absence, the Senior Deputy, who will undertake a risk assessment before granting such permission by completing the Foundation's Visiting Speaker Consent Form (a copy of which is uploaded onto the staff section of Firefly). The Foundation School which has invited the speaker will obtain such formal or informal background information about the visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the Foundation.

All visiting speakers will be subject to the Foundation's Security Policy. This will include signing in and out at Reception, the wearing of a visitor badge at all times and being escorted by a fully vetted member of the Foundation School's staff between appointments. The Foundation School will always have regard to the Foundation Policy to Safeguard and Promote the Welfare of Children who are Pupils at the School, the Foundation Security Policy, the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

"Extremism" is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

5. Policy on Recruitment of ex-offenders

5.1 Background

The Foundation will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The Foundation makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar him/her from employment within the Foundation. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 4.2 below.

In view of the fact that all positions within the Foundation will amount to "regulated positions" within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000) all applicants for employment must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974). A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.



Under the relevant legislation, it is unlawful for the Foundation 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 the Foundation 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 a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the Foundation. If the Foundation receives an application from any such person, it will report them to the Police, DBS and/or DfE Children's Safeguarding Operations Unit (formerly the Teacher's Misconduct Team).

5.2 Assessment Criteria

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 Foundation will consider the following factors before reaching a recruitment decision:

- Whether the conviction or other matter is relevant to the position in question;
- 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; and
- the circumstances surrounding the offence and the explanation/s offered by the convicted person.

If the post involves regular contact with children, it is the Foundation's normal policy to consider it high risk to employ anyone who has been convicted at any time of any of 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 the Foundation's 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, it is the Foundation's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last 10 years.

5.3 Assessment Procedure

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 HR Manager will carry out a risk assessment by reference to the criteria set out above. The Head of the relevant School or the Director of Finance and Operations as appropriate must countersign the Assessment Form before a final decision is made about the appointment and the position is offered.



If an applicant wishes to dispute any information contained in a Disclosure, he/she can do so by contacting the DBS direct. In cases where the applicant would be offered a position were it not for the disputed information, the Foundation will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the Disclosure.

It is a criminal offence for the Foundation to allow an individual who is barred by the DBS to work in a regulated activity. If an applicant is barred by the DBS and the applicant wishes to dispute that barring, he/she can do so by contacting the DBS direct. In cases where the applicant would be offered a position were it not for being barred by the DBS, the Foundation will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the DBS.

5.4 Retention and Security of Disclosure Information

The Foundation's Policy is to observe the guidance issued or supported by the DBS on the use of Disclosure Information.

5.5 Retention of Records

If an applicant is appointed, the Foundation will retain any relevant information provided on their Form (together with any attachments) and all copies of the identity documents, right to work evidence, medical fitness and qualifications, on their personnel file. This documentation will be retained for the duration of the successful applicant's employment at the Foundation and in accordance with the Foundation's Retention of Records Policy (which can be found on the Foundation's website) and Procedure or with best practice guidance in force at the time.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests the Foundation to keep their details on file.

The same policy applies to any suitability information obtained about volunteers involved with Foundation activities.

6. Central Register

The Foundation maintains a central register of staff appointments, including volunteers and others brought into the schools to provide additional teaching or instruction (such as sports coaches), supply staff and governors in accordance with the recommendations and guidance of the DfE. The Central Register is held at Walker House, the Foundation's registered company office.

7. Referrals to the DBS and Teaching Regulation Agency (TRA)

This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the Foundation also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the Foundation despite being barred from working with children;
- or
- has been removed by the Foundation from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, the Foundation may also decide to make a referral to the TRA as and where appropriate.



8. Past Pupils

The Foundation will only employ past pupils or use past pupils as volunteers if more than 3 years has elapsed since the pupil left the Foundation.

9. Queries

If an applicant has any queries on how to complete the application form or any other matter he/she should contact the Foundation's HR Manager.

Last review October 2019

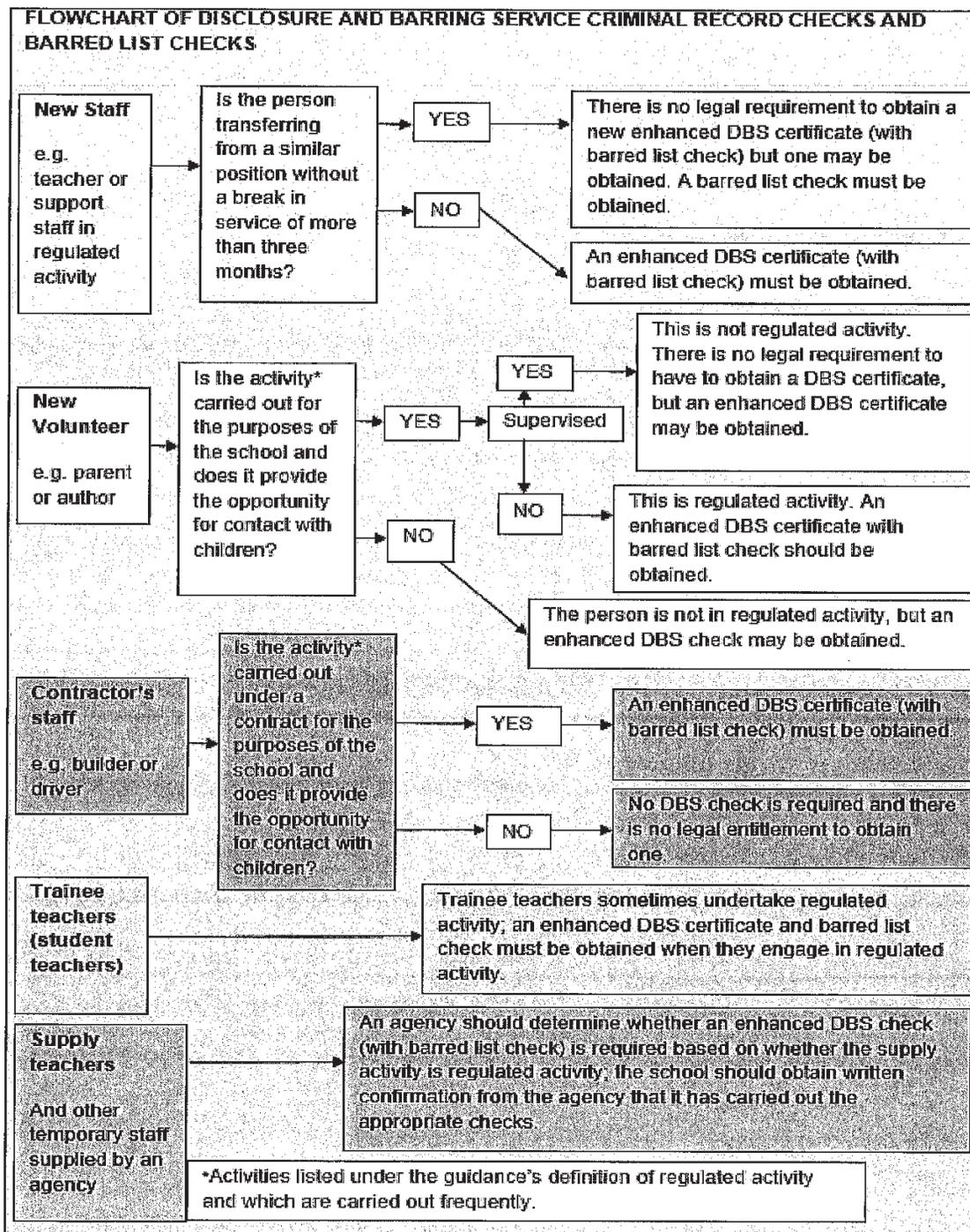
Next review October 2020

Approved by the Nomination and Governance Committee of the Court of Governors



Annex A

Flowchart of Disclosure and Barring Service Criminal Records and Barred List Checks





Appendix 1 - Permission to Recruit Form

This form must be completed and authorised by the Head or DFO before any appointment is made.

Job title of post to be filled

Nature of Post:

Existing or New Post?	Fixed Term or Permanent Hire?	Agency Staff or Headhunter?
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If Agency or Headhunter, explain rationale

Complete reasons

Why has the vacancy arisen and why does it need to be filled?	
What would be the consequence of not filling the role?	
Terms and Conditions of Role (Salary, hours, location, benefits)	
Confirm the following documents are completed and attached - Job description - Person specification	
Where will the post be advertised?	
Cost of recruitment? Agency fees	
Salary for this position	

If permission is granted follow Safer Recruitment Process. Who is involved in the recruitment process?

Name of person requesting new PTR: Date:

Authorised/ Declined by Head /DFO: Date:



Appendix 2 - Recruitment Checklist

Action	Date Completed	Completed by (please initial)
Complete Permission to Recruit Form. (cc HR Manager when signed off)		
Appoint Chair of Selection Panel.		
Determine details of selection process to be followed, including other members of the Panel.		
Job Description & Person Specification Approved by Panel.		
Advertisement placed in:		
Send to Applicant: Candidate Information Pack. (Application Form, Job Description, Person Specification, Information on MHSF & School).		
Received from Applicant completed Application Form: Are there any gaps, inconsistencies or anomalies in the information provided? Is there a need to verify the authenticity of the documentation provided? If YES, refer to HR Dept.		
Panel to complete Short Listing Assessment Form:		
Proceed with the recruitment? If No Send Rejection Letter If Yes Applicant invited to interview		
Send Reference Request Letters and Reference Form.		
First reference received.		
Second reference received.		
Third reference received.		
Panel Members to receive copies of: Application Form & CV (if provided), Candidate Information Pack, References (if appropriate).		
Received from Applicant and copied: Identity & address documentation. Evidence of right to work in the UK. Qualifications (if appropriate).		
Interview Date(s).		
Complete Interview Assessment Form: If any career gaps, inconsistencies or anomalies in come to light during interview. Candidate's explanation must be noted. Refer to HR dept. if necessary.		
Decision made on offer of appointment:		



If NO	Send Rejection Letter	If Yes	Send conditional offer of employment			
	Offer letter and contract issued together with starter form, pension form, health form, death in service form (support staff only) and working time form.					
	DBS check processed – number and date					
	Original seen and date					
	Contact HR to carry out the following checks (where applicable)					
	Barred list check					
	Prohibition from teaching					
	Prohibition from management (s128)					
	EEA check					
	Disqualification from Childcare					
	Signed Contract of Employment received and forms sent to Payroll Manager & HR					
	Complete Single Central Register.					
	Set up Prevent and Safeguarding training on Educare (MHS – email Shelli Bain)					
	Book in safeguarding briefing with Maxine Zeltser					
	Email Maxine Zeltser to set up access to Every for access to policies					
	Input Employee details to iSAMS and request account set up from ICT (cc HR)					
	Paperwork to Personnel File (copy to HR).					
	Induction form passed to Line Manager for completion.					

September 2019



Appendix 3 - Safer Recruitment Vetting Checks undertaken by the provider of agency / third party staff

Safeguarding pupils is a priority for Mill Hill School Foundation. It is a requirement of the School that all individuals provided by an agency or third party have been recruited in accordance with the most up to date statutory regulations, in particular, the DfE statutory guidance document “Keeping Children Safe in Education” (2018) and paragraph 19 of the Schedule to The Education (Independent School Standards) Regulation 2014 (‘Suitability of Supply Staff at the School’), to ensure the highest possible standards of child protection.

In line with these regulations, the School is required to obtain written notification from any agency or third party that the organisation has carried out the required safeguarding checks on an individual who will be working at the School that the School itself would otherwise perform. We are also required to check that the individual presenting themselves at the School is the same person on whom the checks were made.

In line with this, prior to any individual starting at the School any agency or third party organisation must complete and provide the information requested below. The individual they are supplying to the School must be able to produce the identification stated below on their first visit to the School.

On this basis, we welcome staff from agencies and third parties and value the role they play at our school.

THIRD PARTY / AGENCY DETAILS:

Name of company:	Address of company:
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DECLARATION:

I confirm that: <ul style="list-style-type: none"> all staff provided have had the following checks: identity, address, a barred list check, an enhanced DBS check, a check to establish right to work in the UK, satisfactory references which confirm staff are suitable to work with children, a check of professional qualifications as appropriate and an overseas police check (if appropriate) the above information has been checked and verified the individuals being provided have been judged to be suitable to work with children I am authorised by the above company to provide this information the above company will provide the date and certificate number of the DBS disclosure to the HR Manager (rachael.titley@millhill.org.uk) prior to staff arriving on site. 	
Signature of person providing information:	
Name of person providing information:	
Contact email address:	
Contact telephone number:	



Date information provided:	
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Mill Hill

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