

Avenue Pre-Preparatory School and Nursery

Safe Recruitment – Staff

Date of policy: November 2022

Date of policy review: September 2023

Authorised by Mary Fysh, Principal and Martin Ayres, Chair of Advisory Board.

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Rationale

At the Avenue Nursery and Pre-Preparatory School (the School), we recognise that a high standard of education for our pupils is our first concern. We also recognise that teachers are accountable for achieving the highest possible standards in work and conduct.

All staff appointed at this School must act with honesty and integrity, have strong subject knowledge, keep their knowledge and skills as teachers up to date and be self critical. They must endeavour to create positive professional relationships and work with parents, colleagues and visiting staff in the best interests of their pupils.

With this in mind the School has drawn up this Recruitment Policy to be followed whenever an additional or replacement member of staff is to be appointed.

Aims

The aims of the School recruitment policy are as follows

- To assist in deterring, rejecting or identifying people who might abuse children and to ensure the School meets its requirements in promoting the safety and welfare of children in their care.
- To consider all applicants equally and fairly regardless of race, colour, nationality, religious belief, sexual orientation, marital or civil partner status, disability or age.
- To ensure the best possible staff are recruited on the basis of their merits and suitability for the position.

The school acts fully in accordance with statutory guidance – Keeping Children Safe in Education 2022. Reference is also made to the school's Child Protection and Safeguarding Policy 2022 and the significance of an effective recruitment and appointment policy, fully implemented in practice.

References

Written references will be sought directly from at least two referees, one of whom should be the candidates' current employer where appropriate. We will not rely on references/testimonials supplied by the candidate. Referees will be asked to comment on candidates' suitability to work with children. Once references have been received a follow-up phone call may be made to check their provenance with the referees.

If the candidate is not currently working in a school contact will be made with the school at which the applicant last worked to verify employment details and reasons for leaving.

If it is necessary to take a phone reference detailed notes will be taken, dated and signed.

Identification Documentation

All applicants invited for interview for an advertised post will have their ID checked on their first arrival at the School. Current photographic ID will be required and the type of ID requested will follow current guidelines issued by the Disclosure and Barring Service (DBS). Evidence will also be required of the applicant's current residential address, with current DBS advice being followed regarding the documentation which can be used for this purpose.

Enhanced DBS Disclosure

All successful candidates will require an Enhanced DBS Disclosure before commencing work at the School and this will be requested prior to the first interview. In the event that the candidate does not have a DBS Disclosure the School will apply for one on his/her behalf at the Final Interview stage.

Advertisement

An advertisement will be drawn up which will state:

- The position to be filled and closing date for applications
- Details regarding accessing of application forms
- Statement emphasising the School's commitment to safeguarding and promoting the welfare of children and the expectation that all staff share this commitment.

The advertisements will be placed in Times Ed and IAPS online.

Application

An Application pack will be sent to every applicant and will include the Application Form, Job Description, a request for details of two people to contact for references - one of which should be the candidate's current employer - and the School's Child Protection Policy Statement. The Pack will also include the Schools Mission Statement. The Application form states that the post is exempt from the Rehabilitation of Offenders Act, 1974, and therefore Applicant must declare details of any convictions, cautions and bind-overs. The Application form will contain questions about the candidates academic and employment history and suitability for the job advertised. The prospective candidate will be asked to complete the Application Form by hand and to send a covering letter and CV with the completed form.

On receipt of completed applications and supporting documentation, the School will contact the referees (by either email or post) and request completion of a reference in respect of the candidate (see appendix). All Applications will be considered and anomalies and gaps in employment history will be noted and investigated.

First Interview

The candidates' application forms and references [if available] will be carefully read and considered by the Head and the Principal both of whom have undergone Recruitment Training. Candidates for interview will be selected on the grounds of previous teaching experience, qualifications and suitability for the post.

A phone call will be made to each of the selected candidates informing them of our decision to invite them to the interview. This call will be followed up by a letter confirming the time and date of the interview, directions to the School and details of the interview process. A request for original documents confirming identity, qualifications and DBS Enhanced Disclosure will also be included.

On arrival the Candidate's ID will be checked and he/she will be given a tour of the School and introduced to the relevant staff. The interview will consist of questions relating to their suitability for the job, their experiences, qualifications, interests and reasons for any gaps in their employment history. The candidate should be made to feel at ease in order to talk freely about any concerns they may have had in past jobs and what motivated them to apply for this particular job.

Shortlisting Process

Following the interviews, the Head and Principal will make a decision based on the respective Candidates' suitability for the post. A short list of three candidates, if possible, will be drawn up and a phone call made to inform them of our decision to short list them for the post and a date suggested for the final Interview. A letter confirming the date of Interview will be sent the next day plus a request for two referee details, if not already received. Sight of a recent enhanced disclosure from the DBS and verification of the applicant's right to work in the UK will be required at the Second Interview if not already provided.

Final Interview

The candidate will be required to prepare and teach a lesson to a class in the presence of the two interviewers. He/she will be informed of this in the letter and the age of the class specified. The Interview will clarify pay plus terms and conditions.

Offer of Employment

At the end of the Final Interviews the Head and Principal will confer and make the decision. The successful candidate will be informed verbally via a phone call as soon as the decision is made and a response requested as soon as possible but within twenty four hours. A written offer, contract, Staff Code of Conduct, and the Child Protection Policy will be sent to the successful candidate. The Offer Letter will state that the offer is conditional upon receipt of two satisfactory references, a successful "Prohibition List" check and an Enhanced DBS Disclosure, if these have not yet been received by the School.

A written acceptance of the post will be requested from the candidate.

Unsuccessful candidates will be informed by letter and all paperwork relating to the Interviews kept for six months.

The appointment will be announced to the Staff.

On Appointment – Staff Induction

The successful candidate will be invited to the school before commencing work for a few visits to familiarise himself/herself with the school environment. The Induction process will include, inter alia:

- Completion of a Declaration of Medical Fitness
- Information regarding the Probationary period.
- An introduction to the School's online staff training program which includes Child Protection. Details of how the staff member can access the program will be given.
- Safeguarding information for Staff. This includes details of the School's DCPO and deputy DCPO.
- Details of CPD and staff appraisal.
- Details of the School's emergency evacuation and Fire Precaution procedures.
- Staff list – names and responsibilities
- Term dates.

Appendix 1 CONFIDENTIAL REFERENCE



Name of candidate:

Position Applied for:

How long have you known the candidate and in what capacity?

When did the candidate start and leave your employ?

Please tell us the positions held by the candidate whilst employed?

Position:

Dates

Brief description of candidate's duties.

**During his/her employment did the candidate perform his/her duties to your satisfaction?
If you were dissatisfied, please explain the reasons for your dissatisfaction.**

During his or her employment did the candidate present him/herself professionally with colleagues and those he/she dealt with?

What was/is their salary (if applicable)

Sick leave: How many days was the candidate absent due to sickness in the last two years?

Do you believe that the candidate is physically and mentally fit to work in a school environment? If not, please elaborate, including where appropriate any reasonable adjustments which were made during employment to enable the candidate to perform his/her duties.

How long have you known the candidate and in what capacity?

When did the candidate start and leave your employ?

Please tell us the positions held by the candidate whilst employed?			
Position:		Dates	
Brief description of candidate's duties.			
During his/her employment did the candidate perform his/her duties to your satisfaction? If you were dissatisfied, please explain the reasons for your dissatisfaction.			
During his or her employment did the candidate present him/herself professionally with colleagues and those he/she dealt with?			
What was/is their salary <i>(if applicable)</i>			
Sick leave: How many days was the candidate absent due to sickness in the last two years?			
Do you believe that the candidate is physically and mentally fit to work in a school environment? If not, please elaborate, including where appropriate any reasonable adjustments which were made during employment to enable the candidate to perform his/her duties.			
How do you rate the candidate?	Highly Satisfactory	Satisfactory	Not Satisfactory
Conduct			
Timekeeping			
Attitude			
Work Performance			
Reliability			
Honesty			
Colleague Relationships			
Capability of achieving agreed targets and deadlines			
Initiative			
Administrative efficiency			
Ability to cope with pressure			
Ability to manage others (if applicable)			

<i>Comments:</i>		
Have you or your colleagues ever had cause for disquiet about this candidate's behaviour or judgement?	YES	NO
<i>If no, please state why.</i>		
Would you offer / re-employ this person if a suitable vacancy occurred?	YES	NO
<i>If no, please state why.</i>		
To your knowledge, has the candidate ever breached your Data Protection Policy?	YES	NO
<i>Please give details.</i>		
SAFEGUARDING OF CHILDREN		
Has the candidate received any disciplinary warnings that are currently 'live' or spend relating to children?	YES	NO
<i>If yes, please provide details of the disciplinary and the outcome.</i>		
Has the candidate been subject to any child protection concerns?	YES	NO
<i>If yes, please provide details</i>		
Are you completely satisfied that the candidate is suitable to work with children?	YES	NO
<i>If you are not satisfied, what are your concerns and the reasons why you think the candidate might not be suitable?</i>		

Please use a separate sheet of paper if you need to write more.

Name of Referee:	Date:
Signed:	Position:
Name of Organisation:	

Thank you in advance for your cooperation.

The completed typed form should be returned to the School by email to: **Email: office@avenuepreprep.co.uk**

Please return the completed and signed form to:

Mrs Mary Fysh

Avenue Nursery and Pre-Preparatory School

2 Highgate Avenue

Appendix 2 – Application Form**Application for Employment**

The Avenue Nursery and Pre-Preparatory School is committed to Safeguarding and promoting the welfare of children and all applicants must be willing to undergo child protection screening appropriate to the post, during the course of the recruitment process, including checks with past employers, the Disclosure and Barring Service, the Barred List and Prohibited List.

The School is legally required to carry out several pre-appointment checks which are detailed in the School's Recruitment, selection and disclosure policy and procedure. The information you are being asked to provide in this form is required so that the School can comply with those legal obligations should your application be successful. The Avenue Pre-Preparatory School & Nursery is committed to safeguarding and promoting the welfare of children and child protection screening will apply to this post. Some of the information we are requesting you to provide on this form is for this purpose. Further details of this can be found in [Appendix 1](#) (Spent convictions and the DBS filtering rules)

Instructions:

Please complete all sections of this form in blue ink and block capitals. Any additional relevant information can be added on separate sheets which should be labelled with your name and the position for which you are applying. Please include a CV with your application.

1. Your Personal Details:

Title:	First Name	Surname	Date of Birth	Nationality

Address	Post Code
Current: (Include dates)	
Previous address If resident at current address for less than 5 years. (Include dates)	

Email address			
Home phone number:		Mobile Number:	

National Insurance Number		
Are you currently eligible for employment in the UK?	YES	NO
Teachers R.P. Number (if applicable)		
Do you have Qualified Teacher status?	YES	NO
Have you read the School's child protection policy?	YES	NO
During the last 5 years, have you been resident outside the UK for more than 3 months?	YES	NO

Details and dates:	
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2. Sanctions, restrictions, and prohibitions

Have you ever been referred to, or are you the subject of a sanction, restriction or prohibition issue by the Teaching Regulation Agency (TRA) (previously known as the National College for Teaching and Leadership (NCTL)), any equivalent body in the UK or a regulator of the teaching profession in any other country?		
NO	YES	
If you have answered YES please provide details:		
Have you ever been referred to the Department for Education, or are you the subject of a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies, or restricts you from being involved in the management of an independent school?		
NO	YES	N/A
If you have answered YES please provide details:		
Have you ever been the subject of a direction under section 142 of the Education Act 2002?		
NO	YES	N/A
If you have answered YES please provide details:		

3. Education (please start with the most recent)

Name of School/College/University			
Date of attendance (from)		Date of attendance (to)	
Examinations (History, Maths, English Literature, Psychology)	Results, Grades, Degree A, B, C / AQA / First Class honours / NVQ		

Name of School/College/University			
Date of attendance (from)		Date of attendance (to)	
Examinations (History, Maths, English Literature, Psychology)	Results, Grades, Degree A, B, C / AQA / First Class honours / NVQ		

Name of School/College/University			
Date of attendance (from)		Date of attendance (to)	
Examinations (History, Maths, English Literature, Psychology)	Results, Grades, Degree A, B, C / AQA / First Class honours / NVQ		
Continue on separate page if necessary			

4. **Other vocational qualifications, skills, or training**

Please provide details of any vocational qualifications or skills that you possess or training that you have received which you consider to be relevant to the role for which you have applied

5. **Employment** Please do not write 'see CV'

Current/most recent employer			
Current/most recent employer address			
Date started:		Date employment ended (if applicable)	
Did you receive any employee benefits? If so, please provide details of these			
Reason for leaving			

Previous employment and/or activities since leaving secondary education			
Dates:	Name	Position held	Reason for leaving

Gaps in your employment	
Dates:	Reason

Reason for seeking employment

6. **Interests**

Please give details of any interests, hobbies, or skills that you could bring to the School for the purposes of extracurricular activity

7. **Suitability**

Please give your reasons for applying for the post and say why you believe you are suitable for the position

8. Criminal Records

The School applies for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) including a Children's Barred List check for all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children, to attempt to apply for a position at the School. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Employment with the School is conditional upon the School satisfied with the result of the Enhanced DBS Disclosure. Any information disclosed will be handled in accordance with any guidance and /or code of practice published by the DBS.

The School is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimand, and final warnings (including those which would normally be considered 'spent' under the Act) must be declared. You 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 (see Appendix 1 to this form. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the School's objective assessment procedure set out in the School's recruitment, selection and disclosure policy procedure.

It is a condition of your application that you answer the questions below. Before doing so please read Appendix 1

Have you been cautioned subject to a court order, bound over, received a reprimand or warning, or been found guilty of committing any criminal offence whether in the United Kingdom or in another country?	
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Is there any relevant court action pending against you?	
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9. References Please do not write 'see CV.'

Please supply the names and contact details of at least two people who we may contact for references. Email address and telephone number are both require. Before submitting your application, please ensure that you have given correct and up to date referee contact details. Once referee must be your current or most recent employer. If your current/most recent employment does/did not involve work with children, then your second referee should be from your employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend. The School intends to take up references from all shortlisted candidates before interview. The School reserves the right to take up references from any previous employer.

If the School receives a factual reference e.e.one which contains only limited information about you, additional references may be sought.

If you have previously worked overseas the School may take up references from your overseas employers.

The School may also telephone your referees to verify the reference they have provided.

Referee 1. Current or most recent employer

Name			
Organisation			
Address			
Email		Phone number	
Position			
May we contact prior to interview?			

Referee 2. Other Professional Referee

Name			
Organisation			
Address			
Email			
Position			
May we contact prior to interview?			

Referee 3. Personal Referee			
Name			
Organisation			
Address			
Email		Phone number	
Occupation			
May we contact prior to interview?			

10. **Recruitment**

It is the School's policy to employ the best qualified personnel and to provide equal opportunity for the advancement of employees including, promotional training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age. All new appointments are subject to a probationary period.

The School is committed to safeguarding and promotion the welfare of children and expect all staff and volunteers to share this commitment.

A copy of the School's Child Protection Policy is available for download from the school's website. Please take time to read.

If your application is successful, the School will retain the information provided in this form (together with any attachments) on your personal file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed six months after the date on which you are notified of the outcome.

How we use your information
Information on how the School uses personal data is set out in the School's Privacy Notice, which can be found on our website.

11. **Declaration**

I confirm that the information I have given on this application form is true and correct to the best of my knowledge.

I confirm that I am not named on the Children's Barred List or otherwise disqualified from working with children.

I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence.

I confirm that, to the best of my knowledge, I am not disqualified from working in early years Provision or later years provision with children under the age of eight.

I confirm I read, understand the School's Privacy Notice

Signed:

 Date:

Application Form Appendix 1: Spent Convictions and the DBS filtering rules.

Spent convictions.

Sentence	Rehabilitation period (in all cases the period commences from the date of the conviction)	
	Aged over 18 at the time of the conviction	Aged under 18 at the time of the conviction
Prison sentence of more than 4 years	Never	Never
Prison sentence of more than 30 months but less than or equal to 4 years	Length of sentence + 7 years	Length of sentence + 3.5 years
Prison sentence, or sentence of detention, of more than 6 months but less than or equal to 30 months	Length of sentence + 4 years	Length of sentence + 2 years
Prison sentence, or sentence of detention, of less than or equal to 6 months	Length of sentence + 2 years	Length of sentence + 18 months
Removal from HM Service 6 months	1 year	6 months
Service detention	1 year	6 months
Community order	1 year	6 months
Fine	1 year	6 months
Youth rehabilitation order	N/A	6 months
Compensation order	Once paid in full	Once paid in full
Hospital order	At the end of the order	At the end of the order
Conditional discharge, binding over, care order, supervision order, reception order	At the end of the order	At the end of the order
Absolute discharge	Spent immediately	Spent immediately
Disqualification	End of the disqualification	End of the disqualification
Relevant order	End of the order	End of the order
Conditional cautions	Once conditions end	Once conditions end
Caution, warning, reprimand	No period	No period

Filtering rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction.
- it is your only offence.
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

- five and a half years have elapsed since the date of conviction.
- it is your only offence.
- it did not result in a custodial sentence; and
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued and provided it does not appear on the list of "specified offences".

The list of "specified offences" that will always be disclosed can be found at:

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

Strictly Confidential

Avenue Pre-Preparatory School and Nursery

Candidate declaration (prior to shortlisting and interview)

Declaration

I hereby confirm that I have not been charged, or convicted of any offences with regard to children, violence or any other matter that may render me unsuitable to work with children. I also confirm that I have never been the subject of disciplinary action with regard to the care or support of children or any other matter that might be pertinent to my employment application.

Signed.....

Date.....

Appendix 3 Health Declaration

This form will remain confidential to the Avenue Nursery and Pre-Preparatory School and will be placed in a secure electronic filing system, it will only be handled by authorised personnel and the Principal/Head and if necessary a medical professional. The purpose of the questionnaire is to see whether you have any health problems that could affect your ability to undertake the duties of the post you have been offered or place you at any risk in the workplace. We may recommend adjustments or assistance as a result of this assessment to enable you to do the job. Our aim is to promote and maintain the health of all our staff at work. Before health clearance is given for employment you may be contacted by the School.

First name:		Date of birth:	
Surname:		Post:	
Email address:		Mobile	
Name of GP:		Tel No of GP:	
Next of Kin		Mobile	

Strictly Confidential

	Yes	No	<i>If yes, please provide further details including dates & duration. Please use an extra page if needed.</i>
1. Have you had your Covid-19 vaccinations and booster?			
2. Have you in the last 5 years, suffered from any illness or condition which has affected your ability to work?			
3. Do you have any medical condition or concern that will affect your ability to perform the role applied for, that we should be aware of?			
4. Are you currently taking any medication? If yes, please give details.			
5. Do you ever have any problems with your shoulder, neck, back, elbow or wrist?			
6. Do you have any medical conditions, e.g. epilepsy, diabetes, etc.?			
7. On how many occasions have you been absent from work due to ill health in the last two years? Please give details of the duration and the reasons for each absence.			
8. Have you ever suffered from depression, anxiety or stress which has been caused or affected by your work or has led to absence from work?			
9. Do you have any problems with your hearing or eyesight?			
10. Do you consider yourself to have a disability? Please give details of your disability, including any specific help or equipment you require at work.			

Please sign the following declaration:

I certify that to the best of my knowledge the information I have given in this document is correct. I understand that if I am appointed and this information is found to be inaccurate or misleading, or I have withheld relevant information, I am liable to disciplinary action that may lead to dismissal.

Signed:

Date:

Reviewed by:

Date:

New Staff

Safeguarding Acknowledgment Form

Staff Name in full			
Job Role			
<ul style="list-style-type: none"> I confirm that I have read the DfE Statutory Guidance, Keeping Children Safe in Education, Part 1 and Appendix A – further information, September 2022. I confirm that I have read the schools policies (available on the school website and/or in school office) and understand my role with regards to Child Protection at the Avenue Nursery and Pre-Preparatory School. In particular, I have read and understand the following: <ul style="list-style-type: none"> School's Child Protection Policy Behaviour Management Health and Safety Counter Bullying First Aid Staff Code of Conduct Whistleblowing Fire Precautions Low Level Concerns 			
Designated Safeguarding Lead Deputy Designated Safeguarding Lead		Wendy Frankel Sarah Tapp	wendyf@avenueprpreprep.co.uk saraht@avenuepreprep.co.uk
Signature:		Date:	

For completion by the senior member of staff reviewing the above statement taking into consideration their understanding of the statement, policy and their role within the Avenue Nursery and Pre-Preparatory School
 I am satisfied that the above member of staff understands the KCSIE statement and CP policy

Signature		Date	
Job title			

Appendix 5

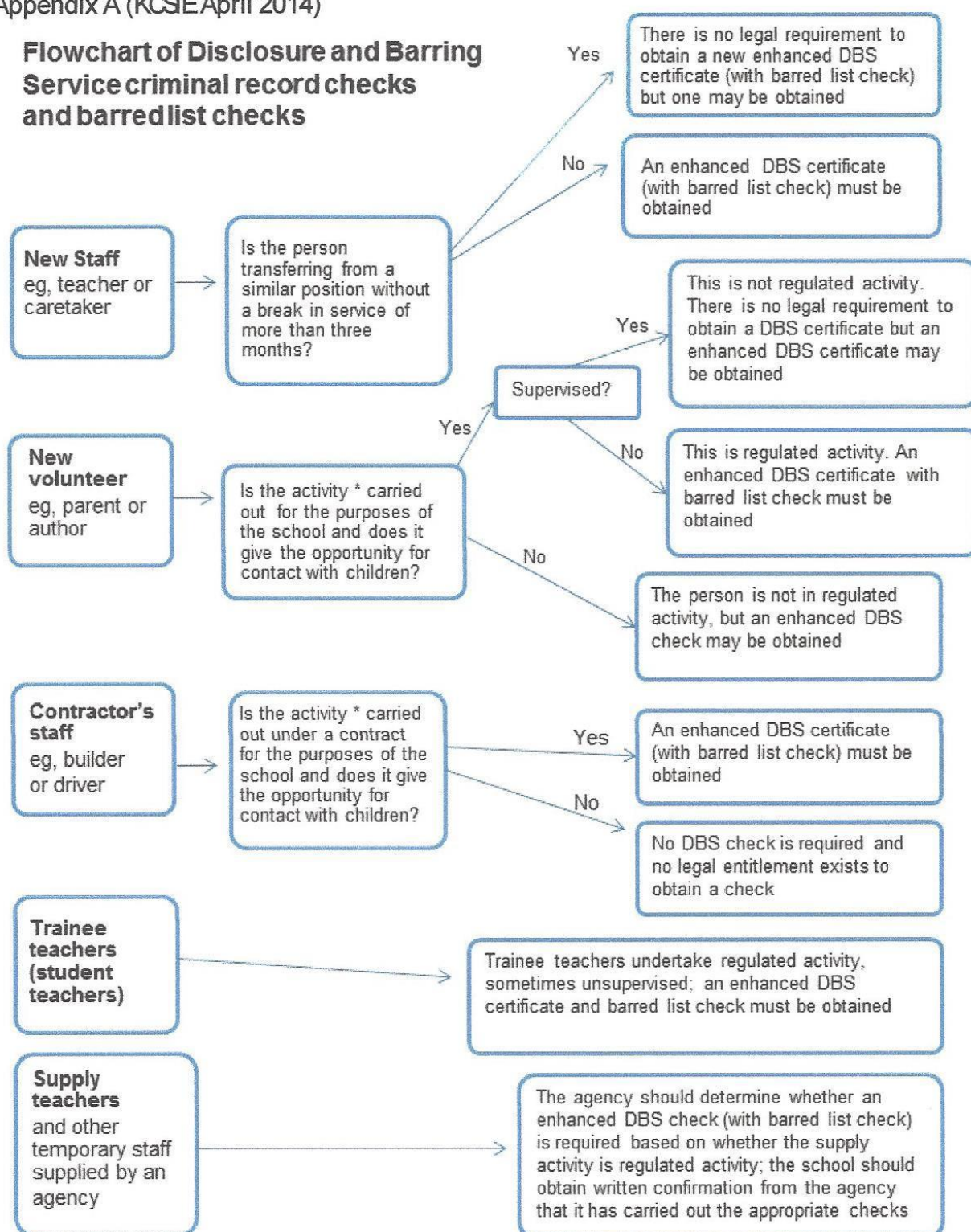
New Staff Checklist

Start:		Name:	
Position:			
	Detail	Guidance Notes	Tick
First contact	Letter of application		
	Application Form		
	CV	Check any gaps. Ask for explanation.	
	First meeting organised (request candidate brings to school ID, original certificates, valid DBS and names of 2 referees if not already supplied)	Passport/Driving License, Utility Bill less than 3 months	
1st Interview stage	Request 1 st Reference	Candidate must provide details of who to contact for a reference. A reference which is attached to the CV or brought with them at the interview stage is not acceptable. The School must contact the referees directly and the references sent directly to the School	
	Request 2 nd Reference		
	Verify ID and address	See originals and copy passport for staff file	
	Verify Qualifications	See original certificates and copy	
	Query any gaps in candidates CV	Explanation to be given for any gaps in CV not covered by education, training or work	
	Verify existing DBS	Take DBS number and date of issue for Staff Register	
	Apply for DBS		
	Prohibited List Check	All staff	
	Overseas Check	Required if the applicant has lived abroad in the previous 10 years	
	Barred list check	Required when Applicant has portable DBS and DBS applied for by School has not been received	
2 nd interview /offer stage	2 nd Round Interview		
	Observed Teaching Session		
	DBS received		
	Receive 1 st Reference		
	Receive 2 nd Reference		
	Send formal offer	Offer must be conditional upon the receipt of satisfactory references and clear DBS if these have not arrived prior to the 2 nd interview.	
	Acceptance of offer		
Induction period prior to starting work	Draw up and finalise contract		
	Prepare staff folder		
	Hand out Staff Manual		
	Hand out Part 1 Keeping Children Safe in Education		
	Hand out Induction folder		
	Provide details of online training	Educare for Education online training programme for Safeguarding, First Aid, Fire Safety, Anti Bullying	
	Outline School's Health and Safety procedures		
	Employee Manager to discuss his/her timetable	To ensure that the employee is aware of his/her responsibilities	
	Staff Policy Acknowledgement	To confirm that the new joiner has read School Policies and KCSIE. Keep on employee file	
	Health Form	Keep on employee file	
	Staff Suitability Declaration	Re Disqualification by Association Keep on employee file	
	Update Central Staff Register		
	Obtain bank details, NI number and P60		

Appendix 6 Disclosure and Barring Flowchart

Appendix A (KCSE April 2014)

Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'