

Document Control Sheet

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The British Embassy School Ankara Safer Recruitment Policy

Policy Statement

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The British Embassy School Ankara (BESA) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.

All posts within school are exempt from the Rehabilitation of Offenders Act 1974. Amendments to the Exceptions order (2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the ministry of justice website or see [here](#).

All posts within school are subject to a criminal records check with the ACPO Criminal Records Office (ACRO) or local equivalent.

The school is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

BESA will:

- pay full regard to Safer Recruitment statutory guidance published by the Department for Education (DfE) i.e. Keeping Children Safe in Education, September 2023 and subsequent updates.
- ensure that appropriate staff who undertake recruitment have received Safer Recruitment training and successfully completed a certified Safer Recruitment training assessment.
- ensure that every appointment panel includes at least one member of staff who has received Safer Recruitment training.

- implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
- keep and maintain a single central record of appointments (SCR) and vetting checks in line with DfE and ISI requirements.
- ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures.
- require staff who are convicted or cautioned for any offence during their employment with the school to notify the school, in writing of the offence and the penalty.

The following pre-employment checks will be undertaken:

- Receipt of at least two satisfactory references, one of which will be from the former or most recent employer
- Verification of the candidate's identity and current address
- A Teacher Prohibition check (if applicable), including the following additional checks where appropriate: Section 128, GTCE Sanctions & Induction Completion
- A satisfactory Criminal Records check or equivalent (Overseas or local police check)
- A clearance letter or certificate of good conduct from an overseas authority where the applicant may have lived, studied or worked previously, confirming that they have not imposed any restrictions or sanctions on that person and / or are aware of any reason why that person may be unsuitable to teach.
- Self-declaration of the candidate's mental and physical fitness to carry out their work responsibilities
- Verification of professional qualifications (if applicable)
- Right to work in the host country i.e. Turkey*

We will also inform shortlisted candidates that the school may carry out online checks as part of the due diligence process and to help identify any incidents or issues that are publicly available online.

*For overseas recruited staff the following check can only be conducted once the applicant has arrived in Turkey and has presented themselves in person to the 'The Ministry of Interior Immigration Administration' (İç İşleri Bakanlığı Göçmen İdaresi Genel Müdürlüğü) for completion of their Residence & Work Permit applications. BESA realises that this process may take some time to complete and in this instance checks are made at the earliest available opportunity after commencement of employment. Pending receipt of these permits BESA will record additional evidence of 'Right to Work' such as possession of a valid passport and any copies of the Work & Resident application process.

Roles and responsibilities

It is the responsibility of the governing body to:

- Ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements
- Monitor the school's compliance with them

It is the responsibility of the Head teacher and other Senior Leaders involved in recruitment to:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school
- To monitor contractors' and agencies' compliance with this document
- Promote welfare of children and young people at every stage of the procedure
- Deal with the administration of the disclosure system for the school

It is the responsibility of all potential and existing workers, including volunteers to comply with this document.

It is the responsibility of all contractors and agencies to comply with Safer Recruitment pre-employment checks.

In accordance with the School Staffing Regulations (2009), the governing body has delegated responsibility to the Head teacher to lead in all appointments outside of the leadership group.

School governors may be involved in staff appointments but the final decision will rest with the Head teacher. The Head teacher may delegate the selection process of staff outside of the leadership group to other managers in the school, but remains responsible for the decision to appoint.

The Procedure

Advertising

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of candidates as possible. Normally this will entail an external advertisement. However, where there is a reasonable expectation that there are sufficient qualified internal candidates an internal advertisement may be considered appropriate.

Applications

BESA uses a standard application form for all applications to the school (*see Appendix 1*). CVs will not be accepted. The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and other professional regulatory bodies (e.g. the Disclosure & Barring Service).

References

References for shortlisted candidates will be sent for immediately after shortlisting and before interview. The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made. At least one reference will be sought prior to interview wherever possible.

References must be in writing and be specific to the job for which the candidate has applied - open references or testimonials are not acceptable. The school will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable.

Reference requests will specifically ask:

- About the referee's relationship with the candidate
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- The applicant's current post, salary and attendance record
- Performance history and conduct
- Any disciplinary procedures in which the sanction is current
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those
- Details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns

The school uses a standard Reference Request Letter & Form (*see Appendix 2*).

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview. Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

Self-declaration of Convictions by Short-Listed Applicants

The school's policy is to require shortlisted applicants for all posts (including volunteers) to complete a self declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records. Further information can be found on Gov.uk or [here](#).

Such declarations will be made on the school's appropriate form (*see Appendix 3*) and should be submitted directly to the chair of the selection panel / Head teacher, prior to the interview. The chair of the panel / Head teacher will discuss relevant, positive declarations confidentially with the applicant at interview.

Shortlisted candidates will be asked to sign the declaration confirming the information they have provided is true. Where there is an electronic signature, the short-listed candidate will be asked to physically sign a hard copy of the form at the earliest opportunity.

The disclosure of convictions, cautions or pending cases will not necessarily prevent employment and will be considered on an individual basis.

Interviews

Where possible, the selection process will always include a face to face interview with an appointment panel.

Interviews will typically take the form of a candidate presentation to the panel, a series of interview questions and a task specific to the role.

Structured questions will be agreed by the panel in advance of the interview and will include:

- finding out what attracted the candidate to the post being applied for and their motivation for working with children
- exploring their skills and asking for examples of experience of working with children which are relevant to the role; and
- probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.

The interview will also be used to explore potential areas of concern to determine the applicants suitability to work with children.

Proof of Identity and Verification of Qualifications and/or Professional Status.

Shortlisted applicants for all posts will be required to provide proof of identity by producing documents on the day of interview in line with DBS guidance (*see Appendix 3*).

Where applicable short-listed candidates will also be required to provide proof of their qualifications and professional status by producing documentation on the day of interview. The school will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body /institution. If the original documents are not available, the school will require sight of a properly certified copy.

Proof of identity and other documentation will be verified by the Head teacher or chair of the interview panel.

Where it has been necessary to conduct an online interview, these documents will be requested and verified in person at the earliest available opportunity thereafter.

Pre-Employment Checks

Criminal Records & Additional Checks

All positions at the school are subject to a full Criminal records check or acceptable equivalent from a local or overseas authority. All UK qualified teachers appointed since 2012 are also subject to a Prohibition orders check.

At BESA Criminal Records checks for staff who have lived, worked or studied in the UK are obtained through ACRO in the form of an 'International Child Protection Certificate' (ICPC).

ICPC applications are completed online through the ACRO website. Successful candidates, who have lived or worked in the UK, are asked to complete an online application form and upload the required corresponding documentation. Once this application has been processed and the ICPC issued a paper certificate is posted directly to the applicant's home address. It may take up to 90 days for an application to be fully processed. Applicants are responsible for presenting their original certificate, once received, to an authorised person for checking. The date of issue and ICPC certificate number are recorded on the school's single central register.

We will also consider carrying out an online search on shortlisted candidates to help further identify any incidents or issues that are publicly available online. Where this check is carried out, an external service provider will be used to conduct the check.

In addition to the checks detailed above all successful applicants who have lived or worked in an overseas country (other than UK) must also be able to provide a clearance letter or certificate of good conduct from that country (countries). It is the responsibility of the applicant to obtain this information directly and present it to an authorised person for checking at the earliest possible opportunity. Guidance on obtaining overseas criminal records checks is provided by the UK Government Home Office and can be found on the following website: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Prohibition Order checks for UK staff are obtained through 'The Council of British International Schools' (COBIS) our UK based membership organisation. The school makes an application to COBIS to run Prohibition Order Checks on our behalf. This provides checks of 4 specific areas:

- Prohibition from Teaching
- Section 128 (applicable to managers and governors)
- GTCE Sanction
- Failed Induction or Probation Period

Once complete, Prohibition Order checks are recorded on the school's single central register.

Commencement of Employment prior to receipt of Criminal Records check

In exceptional circumstances it may be permitted for a new employee to commence employment prior to receiving their ICPC or Criminal records check. In this instance a risk assessment will be completed by the Head Teacher or a designated deputy (*see Appendix 4*). A note of this Risk Assessment will be made on the Single Central Register.

Employment Offer

It may be possible to negotiate a provisional start date with the preferred candidate, however, with the exception of the ICPC, the checks detailed above must all be completed BEFORE a person's appointment is confirmed. In the case of application for an ICPC the certificate must be obtained before or as soon as practicable after appointment.

Once all pre-employment checks have been satisfactorily completed / received, an offer of employment will be made and the contract of employment issued.

Record Retention / Data Protection

The school will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed (i.e.: shredded). The 6 month retention period will allow the school to deal with any data access requests, recruitment queries or to respond to any complaints made to an Employment tribunal.

Under the Data Protection Act (UK 2018), applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the panel / Head teacher within 6 months of the interview date.

BESA has a separate policy dealing with the storage and retention of disclosures and disclosure information. Please refer to 'Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information Policy'.

Personnel File Records

For the successful candidate, the school will retain the following information which will make up part of their personnel file:

- Application form
- References
- Declaration of criminal records, convictions and cautions form (*see Appendix 5*).
- Proof of identification and address
- Proof of academic qualifications (if applicable)
- Declaration of Medical Fitness
- Evidence of Criminal Records check or equivalent
- Evidence of a Prohibition Order Check and Section 128 Check (if applicable)
- Evidence of an Overseas check if applicable
- Evidence of the 'Right to Work' in Turkey

Single Central Record of Appointments & Vetting Checks

In line with DfE & OFSTED requirements, the school will keep and maintain a Single Central Record of Appointments (SCR). The central list will record all staff who are employed at the school, including casual staff, supply staff, employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for pupils but who are not staff members, e.g. peripatetic music teachers etc.

The central record will indicate whether or not the following checks have been completed:

- Identity checks
- Qualification checks for any qualifications legally required for the job
- Criminal Records Checks or suitable equivalent (Overseas or local police check)
- Evidence of the 'Right to Work' in Turkey
- Completed Application Form
- References
- Declaration of Medical Fitness

- Where applicable further checks will be made e.g. Teacher Prohibition Orders, Prohibition from Management etc.

It shall also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained.

During the school's programme of induction all newly appointed staff & volunteers must undertake Safeguarding training. In addition they will be given a copy of the BESA Safeguarding Policy & Whistleblowing Policy as well as a copy of the most recent DfE statutory guidance 'Keeping Children Safe in Education' – Part 1 & Annex A).

Staff are asked to sign a declaration that they have read and understood the Safeguarding policy document (*see Appendix 6*) and should follow the guidelines required to maintain professional boundaries at all times.

The BESA has a Staff Code of Conduct and Staff handbook which is disseminated to all staff and volunteers.

The school adopts a culture of vigilance where all concerns are listened to and taken seriously.



BESA Safer Recruitment Policy: Appendix 1

Confidential Application Form - 2023

The information given on this form will be treated in confidence. Any offer of employment will be subject to the receipt of satisfactory references, medical clearance, a relevant criminal record check and, where appropriate, documentary evidence showing your entitlement to work in Turkey. Where appropriate an online search may also be considered.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

POSITION APPLIED FOR:	
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PERSONAL DETAILS			
Title:			
Surname:		First Name:	
Previous names(s):		Date of birth:	
Current Address:			
National insurance / ID No.		Passport Number & Expiry Date:	
Teacher Reference Number (if applicable)			
Home Tel No.			
Mobile Tel No.			
E-mail address:			

Have you previously applied for a position at the school or the British Embassy?

No

If yes, please provide more information including position and date of application:

Are you related to any elected member of the Board of Governors / employee of the school or the British Embassy?*

Yes No

If yes, please give name of member/employee:

*This question is asked for transparency purposes only.

EDUCATION AND QUALIFICATIONS

Please give details of **secondary & further** education including A levels or equivalent vocational courses

Dates (mm/yyyy)		College/other institution	Qualifications obtained and grade/level
From	To		

Please give details of any **higher** education & equivalent courses

Dates (mm/yyyy)		College/other institution	Qualifications obtained and grade/level
From	To		

CURRENT EMPLOYMENT

Title of present or most recent post:

Name and address of employer:

Post Held

From:

To:

Salary:

Permanent or Temporary:

Other Benefits:

Telephone Number:

Email Address:

Notice to end present post:

Reasons for leaving current post:

Briefly describe the main duties and responsibilities of your current post:

RECENT TRAINING / PROFESSIONAL DEVELOPMENT (please continue on a separate sheet or add rows if necessary)

Dates

Course or Training undertaken

Dates	Course or Training undertaken

PREVIOUS EMPLOYMENT (Please continue on a separate sheet or add rows if necessary)							
Dates (mm/yyyy)		Name of employer	Job title and main responsibilities	Reason for leaving			
From	To						
<p><u>IF THERE ARE ANY GAPS IN YOUR EMPLOYMENT OR EDUCATION HISTORY, PLEASE EXPLAIN THEM HERE.</u></p>							
I.T. SKILLS							
Training will be provided where required. Information given here will help us to plan training schemes.							
	Low	Competent	High		Low	Competent	High
Microsoft Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Digital Media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tablet Devices & associated Apps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Video conferencing software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Google Classroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please specify:			

REFERENCES

Please supply the names, contact details and email addresses of at least three referees who can comment on your suitability for this position. **One should be your current or most recent employer**
(Note: if you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children.)

REFERENCES WILL NOT BE ACCEPTED FROM RELATIVES OR PERSONS WHO ONLY KNOW YOU AS A FRIEND

Name:

Position:

Place of Work:

Email address:

Telephone Number:

Name:

Position:

Place of Work:

Email address:

Telephone Number:

Name:

Position:

Place of Work:

Email address:

Telephone Number:

Please note that we will contact these referees if you are short-listed for this post and seek reference before interview. Also, in relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this please contact the Head Teacher to discuss the issues.

PERSONAL STATEMENT

Using the person specification that you have been sent with your application pack, please demonstrate using examples your suitability for the position you are applying for. Please include your reasons for applying and interest in this position.

Rehabilitation of Offenders Act

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. Amendments to the Exceptions order (2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the ministry of justice website or see [here](#)

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from official Criminal record checks before your appointment is confirmed.

DECLARATION – please read carefully

I confirm that the above information is complete and accurate and I understand that any offer of employment is subject to:

- a.) references which are satisfactory to the school
- b.) a satisfactory Criminal Records check and, where applicable, Prohibition & Section 128 checks
- c.) the entries on this form proving to be complete and accurate
- d.) a satisfactory medical fitness check, if appropriate

Signed

Date:

Print Name

All candidates applying for employment via e-mail will be required to sign and date this form if invited to attend an interview.

BESA Safer Recruitment Policy: Appendix 2
Reference Request Form

To: Referee's name and organisation
Request for a reference in respect of: Name of applicant
In regard to application for: title of post applied for

Please confirm the following details:-
The applicants period of employment with you: From To
The applicant's current or most recent job title with you:
The main duties and responsibilities of that post:
The applicant's reason for leaving your employment:
How long have you known the applicant?
In what capacity do you know him/her?
Did the applicant perform his/her duties satisfactorily? Yes <input type="checkbox"/> No <input type="checkbox"/>
If no please provide details of any areas needing improvement and any remedial action taken:
Please see the job description and person specification attached and comment on the applicant's suitability for this appointment. It would also be helpful if you could describe any strengths and weaknesses you consider the applicant has demonstrated in relation to the requirements of this job and give examples (please continue on a separate sheet if necessary).
Has the applicant been the subject of a disciplinary action in respect of which penalties or sanctions remain in force? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please give full details of the nature and date(s) of the misconduct and of the penalty or sanctions still in force.

Has the applicant been the subject of any disciplinary action relating to his/her suitability to work with children in which penalties or sanctions were imposed but have since expired?

Yes No

If yes please give full details of the nature and date(s) of the misconduct and of the penalty or sanctions that were imposed.

Would you –re-employ the applicant?

Yes No

If no, please say why:

Printed name:

Signature:

Position:

Organisation:

Dear [name of referee]

[name of applicant] – Application for post of [job title]

I am writing to seek a reference in respect of [name of applicant], who has applied for the post of [job title] at the BESA.

I am enclosing a copy of the job description and the person specification for the post. I shall be grateful for your views on [name of applicant]'s suitability for this position. Please indicate your knowledge of his or her qualifications and ability to carry out the duties specified in the job description and how he or she meets the requirements of the person specification.

As [name] is applying for a post that involves working with children, please state whether you know of any reason why he or she might be considered unsuitable to work with children or whether you have any concern about his or her suitability for such work. If you do know of any reason or concern, please give details. Finally please say how long you have known [name] and in what capacity.

I shall be grateful if you will let me have your reply by [date] to help us avoid delaying the selection process.

Yours sincerely,



DBS ID Checking Guidelines

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EEA. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands



Immigration document, visa or work permit

Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based

HM Forces ID card

UK

Firearms licence

UK, Channel Islands and Isle of Man

All driving licences must be [valid](#).

Group 2b: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society statement	Countries outside the EEA	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months



British
Anka

Letter of sponsorship from future employment provider

Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application

Must still be valid

Utility bill

UK - not mobile telephone bill

Issued in last 3 months

Benefit statement, for example Child Benefit, Pension

UK

Issued in last 3 months

Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC

UK and Channel Islands

Issued in last 3 months

EEA National ID card

Must still be valid

Irish Passport Card

Cannot be used with an Irish passport

Must still be valid

Cards carrying the PASS accreditation logo

UK, Isle of Man and Channel Islands

Must still be valid

Letter from head teacher or college principal

UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided

Must still be valid

For further guidance on checking of documentation please refer to the DBS website:

<https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>



RISK ASSESSMENT IN THE EVENT OF A CRIMINAL RECORDS CHECK NOT HAVING BEEN RECEIVED BEFORE AN EMPLOYEE IS DUE TO START WORK

Name of member of staff:.....

Position:.....

Start Date:.....

If an criminal records check is delayed, the Head may allow the member of staff in the School to commence work if the following criteria are met:

Condition	Y / N	Date	Initials
The staff member has been told that the appointment is not confirmed until checks are received			
All other required checks have been made and are satisfactory			
The Criminal record application has been made in advance;			
Appropriate safeguards taken (for example supervision)			
The person in question has been informed what these safeguards are			
Note added to the single central register and evidence kept of the measures put in place			

Safeguards Taken (continue over page if necessary):

Signed Head / Deputy :.....

Member of staff:.....

Date:..... Subsequent review every two weeks

Head:.....Date:.....

Write here any actions taken to ascertain reason for non-issue of certificate

Head:.....Date:.....

Head:.....Date:.....



CRIMINAL RECORD SELF DISCLOSURE FORM

Dear Candidate,

Congratulations on being short-listed. Please return this disclosure at least one day prior to interview. If we have not received this form, we reserve the right to withdraw the offer of an interview.

POST APPLIED FOR:	DATE OF INTERVIEW:	
SURNAME:	PREVIOUS NAME(S) <i>if applicable</i> :	
FORENAME(S):	TITLE:	DATE OF BIRTH:
NATIONAL INSURANCE / NATIONAL IDENTITY NO:	TEACHER REFERENCE NO. <i>if applicable</i> :	

BESA is committed to the safeguarding and welfare of children and young people and expects all staff and volunteers to share this commitment. Pre-employment checks will be carried out and references will be sought. This post is subject to a criminal record check & where applicable other relevant checks with statutory bodies.

At BESA we aim to comply with the UK Code of Practice on the recruitment of ex-offenders and have a written policy on this subject, which is available on request. As you have been shortlisted for a position at BESA, you are required to declare any relevant conditions, adult cautions or other matters which may affect your suitability to work with children. Amendments to the Exceptions order (2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the ministry of justice website or see [here](#).

1. Do you have any convictions or adult cautions that are unspent? Yes / No
If yes, please provide details here
2. Do you have any other cautions or convictions that would not be filtered? Yes / No
If yes, please provide details here
3. Do you have any cautions or convictions for offences committed in another country which would be relevant to your suitability for this post? Yes / No



British Embassy School

If ~~yes~~ please provide details here

4. Are you known to the police or children's social care for any other reason that could affect your suitability for this post? Yes / No

If yes, please provide details here

5. (*Teaching Posts only*) Are you, or have you ever been, prohibited from teaching by the TRA or NCTL or sanctioned by the GTCE? Yes / No / Not applicable

If yes, please provide details here

6. (*Management Posts only*) Have you been prohibited from management of an independent school (s128)? Yes / No / Not applicable

If yes, please provide details here

7. Have you lived or worked outside of your home country for more than 3 months in the last 5 years? Yes / No / Not applicable

If yes, please provide details here

8. Are you subject to any sanctions relating to work with children in any country outside of the UK? Yes / No / Not applicable

If yes, please provide details here

Please complete the declaration below:

I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.

Signed:

Date:

Please return this form to the Deputy Head Teacher, Katie Vincent: kvincent@besaturkey.org



BESA Safer Recruitment Policy – Appendix 6

Child Protection & Safeguarding Policy Confirmation Form

BESA is committed to protecting and safeguarding children. We believe that children have a right to expect schools to provide a safe and secure environment.

Any fears or worries that children and young people bring into the classroom should not go unnoticed by staff. It is a guiding principle of the law and child protection procedures that the protection and welfare of the child must always be the first priority. The protection of children and young people is a shared community responsibility. Failure to provide an effective response can have serious consequences for the child.

Teachers and other education staff are in a unique position to identify and help abused children.

Please read our Child Protection & Safeguarding policy carefully and return this form to the Designated Safeguarding Lead (DSL) to confirm that you have read and understood this policy.

Any queries or concerns should be discussed with the DSL.

BESA Child Protection & Safeguarding Policy

I confirm that I share the BESA commitment of safeguarding and protecting children and that I have read and understood the BESA Child Protection & Safeguarding policy. I have had the opportunity to discuss any questions or concerns with the DSL.

Name of adult _____

Date _____

Signature _____