



ST. JULIAN'S
SCHOOL FOUNDED IN 1932

Safer Recruitment Policy

Updated June 2023. Revised for the academic year 2025/26.

1. The purpose of this policy

The Safer Recruitment Policy has been created to ensure the practice of the safe recruitment of staff, ensuring the process is conducted in a fair and effective manner and to ensure those that are responsible for each stage of the recruitment process demonstrate a professional approach by dealing fairly with all internal and external applicants.

St. Julian's School is committed to attracting, selecting and retaining the best possible employees. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high-quality education.

As a British international school, we are required to comply with specific recruitment and pre-employment checks to ensure that we appropriately safeguard the students in our care. This includes accreditation requirements from:

- [Council of International Schools \(CIS\)](#)
- [Heads' Conference \(HMC\)](#)
- [Council of British International Schools \(COBIS\)](#).

We also take, where local legislations allow, recommendations and guidance published by the UK Government's Department for Education, such as:

- [Keeping Children Safe in Education \(KCSIE\) \(September 2025\)](#)
- [Standards for British Schools Overseas \(BSO\) \(August 2023\)](#).

The recruitment and selection process will identify the person best suited to the job based on the applicant's abilities, qualifications, experience and merit, measured against the job description and person specification.

2. Diversity, Equity and Inclusion (DEI)

St. Julian's School is committed to providing the quality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Shortlisting, interviewing and selection will always be carried out without regard to gender, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or beliefs, age, pregnancy or maternity leave.

Any candidate with a disability will not be excluded unless the candidate is unable to perform a duty that is intrinsic to the role, having considered reasonable adjustments.

Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.

3. Roles and responsibilities

It is the responsibility of the Board of Governors to ensure the school has effective policies and procedures in place for recruitment of all staff, contractors, volunteers and agency workers in accordance with legal requirements and guidance. This compliance is done through the Policies & Compliance Sub-committee and where the Safeguarding Governor¹ on the Board spot-checks the Single Central Register twice a year.

It is the responsibility of the Head to ensure that the school operates safer recruitment procedures and makes sure all appropriate checks are carried out on all staff, contractors who render services at the school, agency workers and volunteers before the work or volunteering commences. Responsibilities also include monitoring contractors' and agencies' compliance with this document and promoting the welfare of children and young people at every stage of the procedure. The Head is assisted with these tasks by the Head of HR, Safe Recruitment Officer, Operations & Compliance Officer and the Deputy Head (Pastoral) who is the Strategic Lead for Safeguarding.

Members of the Extended Leadership Team and senior managers should be aware that satisfactory background checks must be received for all new staff. The Head may authorise a new member of staff to start work prior to receipt of all background checks providing that:

- there is evidence to show that all police checks have been applied for
- all other pre-employment checks (including references) have been completed
- and a written Risk Assessment has been conducted, with satisfactory measures put in place to supervise the new member of staff. This risk assessment must be reviewed weekly until all police checks have been received.

The Risk Assessment must be completed by the relevant Senior Leader² and signed-off by the Head of School and Deputy Head (Pastoral) (see Appendix).

4. Advertising and the initial process of recruiting

Advertising

The following procedures and practices are in place to ensure the safe recruitment of staff and to ensure equality of opportunity. All vacancies will be published internally in the weekly Staff Bulletin and on the website. The school will advertise vacant posts to encourage as wide a field of applicants as possible using the following publications:

¹ For 2025/26, the Safeguarding Governor is Jamie Darke.

² The term Senior Leader includes Head of Pre-Prep, Head of Prep, Principal of the Bilingual Section, Deputy Heads, Bursar or Head.

Role	School website	TES.com	Recruitment agency	LinkedIn	Expresso**
Teaching	✓*	✓*		✓*	✓* ¹
Teaching Support (Teaching Assistants and Technicians)	✓* ²	✓* ²		✓* ²	✓* ²
School Counsellor and Nurses	✓*	✓*		✓*	✓*
Support Staff	✓ ²	✓ ²		✓ ²	✓** ²
Senior Leadership (Extended Leadership)	✓*	✓	✓ ³	✓	✓*

* Applicants are informed to make an application through the TES.com portal or to transfer their details from their CV to a St. Julian's School Application Form.

** Applicants are told to submit their applications to head@stjulians.com and psouares@stjulians.com.

¹ For roles in the Bilingual Section and where teaching in Portuguese will be required (the advertisement will be written in English).

² Will specify it is a Local Hire.

³ Normally only Head and Bursar.

Any advertisement must include the following statement of the school's commitment to safeguarding, promoting the welfare of children and diversity, equity and inclusion.

Safeguarding

St. Julian's School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. The offer of the role will be made subject to receipt of satisfactory references, proof of relevant qualifications, identification checks and criminal record screening including overseas (where appropriate).

Diversity, Equity, and Inclusion (DEI)

St. Julian's School is committed to a culture of diversity, equity and inclusion. Diversity is a core value at St. Julian's. We are passionate about building and sustaining an inclusive and equitable working and learning environment for all students, staff, and faculty. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

For advertisements for some support roles which will just be written in Portuguese including the statements above.

Job description

The job description outlines the general nature of the post including the main duties and responsibilities and it will identify the line manager for the post. It also incorporates the person specification (qualifications, attributes and skills required) and it is these criteria that are used as short-listing criteria by the Recruitment Panel. Other information included is a description of the school and/or section/department, background information to the post, further details such as closing date and benefits.

The text for the job description should be created by the Head of HR with the relevant and Senior Leader and approved by the Head of School. This should be sent to the Head of HR who will upload the advertisement to the relevant sites. A deadline of two weeks is normally given for applications and adverts should normally go live on a Thursday to coincide with the publication of the Staff Bulletin. Due to time constraints, it might be necessary to appoint before the closing date, in which case the following text should be included:

Early applications are strongly encouraged and we reserve the right to appoint prior to the closing date.

Application pack

For all senior leadership, teaching, teaching support, counsellor and nursing roles candidates must apply through the application portal on TES.com. For some local hires it will only be necessary to provide a CV and a letter of application, however, a CV will require additional scrutiny by the Recruitment Panel and when an offer letter is sent candidates are required to complete a St. Julian's School Application Form. All applications should be addressed to the Head.

The TES.com application form and St. Julian's School Application Form contains questions about academic achievements and full employment history. All applicants are required to account for any gaps or discrepancies in employment history and provide reasons for moving between posts. This will also be reviewed by the Head as part of his interview. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or in a disciplinary proceeding being conducted, and a disciplinary sanction (including the dismissal) being applied, if the applicant has been selected. On the TES.com application form, candidates must acknowledge the following declaration.

I certify to the best of my knowledge and belief that the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from my appoint or after appointment could lead to disciplinary action and to the application of a disciplinary sanction (including the dismissal). I acknowledge that where this form is submitted electronically and without signature, electronic receipt of this form by the employer will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration.

Where an offer is made without either a TES application or a St. Julian's School Application Form then the above statement is included in the offer email.

5. Data collection

In the context of recruitment procedures the School will follow the procedures outlined in its Data Protection Policy (specifically 5.3).

6. Safer Recruitment Training

The following members of staff should take the TES Safer Recruitment for International Schools as part of TES Develop every three years: Head, Head of HR, Safer Recruitment Officer, Operations & Compliance Office and Senior Leader. The Head, Head of HR, Safer Recruitment Officer, Operations & Compliance Officer, should attend, or watch, at least one webinar or COBIS ConnectED session on safer recruitment every year.

7. Received applications and short-listing

Handling applications

- Applications submitted through the TES.com and LinkedIn will receive an automated acknowledgement email.
- It is not the school's usual policy to allow individual visits from prospective applicants prior to short-listing or interview. In some instances, all candidates may be offered the opportunity to visit as part of the short-listing process. Anyone living in Portugal will be expected to attend the interview in person.

References

References of applicants who meet the short-listing criteria will be taken up, where possible, before interview. Referees are sent the following:

- standard letter via email
- the relevant reference template.

For applications made through TES.com the references are managed through the platform. For all other applications, the Safer Recruitment Officer will request references using the school reference template.

Referees must include the current employer as well as the most recent employer who has known the candidate working with children. Open references or references that are solely character references from close family members or friends are not acceptable. References from a school should always at least include the Principal/Head/Director or another senior figure who can provide authoritative and relevant insights into the candidate's suitability for the role.

Where a reference appears inadequate or incomplete, invites further contact, or contains conflicting information, contact should be made by either the Head, Bursar or Head of HR to probe further.

If an applicant has worked in a school for less than six years, a reference must be sought from their previous school. This helps ensure that any significant information regarding the candidate's suitability for working with children is considered.

Recruitment Panel

For all vacancies the Head will appoint a Recruitment Panel. This will consist of the Head, the Bursar or relevant senior leader and the line manager (for example, Head of Faculty or a Deputy Principal). The Head of HR will also be on the Panel.

Shortlisting

All applications should be initially scrutinised by the Head, the Bursar or relevant Senior Leader. For teaching roles access to the applications on the TES.com portal may also be given to the relevant line manager.

The Head will have specific responsibility for ensuring that a thorough scrutiny of each application has taken place, as per safer recruitment guidelines, prior to the interview. This should include a month-by-month record of employment since the age of 18 to present date. For any gaps identified this should be explored by the Head who will follow-up in the interview.

In addition to judging the application form against the criteria for the post, anyone on the Recruitment Panel noticing an anomaly in the information provided must make a written note to that effect to be followed up at interview if applicable.

The final shortlist of up-to five candidates will be drawn up by the Recruitment Panel at a short-listing meeting. The short-listing meeting normally takes place within five days of the closing deadline. All those involved in the interview process should attend this meeting.

All internal candidates are interviewed by the Recruitment Panel.

8. Interview process

The programme normally includes:

- tour of the department or area that the individual is going to work within (this will be decided by the Recruitment Panel)
- lesson (for teaching posts, usually observed by a head of department or team leader)
- a test relevant to post (for Support Staff)
- coffee and/or lunch with staff members of the department/associated departments.

The interview process will normally consist of:

- 45 minutes with the relevant senior leader and line manager
- 15 minutes with the Head
- 15 minutes with the Head of HR.

A Google Doc with core questions to be asked of all candidates will be agreed by all interviewers prior to interview, as well as any specific questions relating to an individual's application.

During the interview

The Head will ensure that candidates are asked to:

- satisfactorily explain any gaps in employment or significant periods of time working or living abroad
- satisfactorily explain any anomalies or discrepancies in the information available to the interviewers
- declare any information that is likely to appear on a criminal record check
- demonstrate their capacity to safeguard and protect the welfare of children and young people.

For candidates who physically came to school, during the interview process ID verification and relevant qualifications etc. will be scrutinised and checked by the Safer Recruitment Officer. Copies taken will be dated and initialled to show that originals have been seen. For interviews that have been conducted online, candidates are asked to provide copies of these documents in order to formalise the contract. The member of staff is then required to submit the originals before they commence work.

Where permissible by law, any information regarding past disciplinary action or allegations, cautions or convictions that maybe relevant to assess the candidate's suitability to work with children will be discussed and considered during the interview process. The Head will engage with the Deputy Head (Pastoral) and the Safeguarding Governor on the Board.

Interview expenses

Where relevant reasonable travel expenses for travel by car or by second class train are paid to applicants. The Head of HR will provide candidates with an expense claim form to complete. All short-listed candidates are contacted by email by the Head's PA to invite them to attend an interview and to ensure their availability. Interviews will take place either in school for local hires or online through Google Meet.

Interview pack – for interviews in school

The interview pack should contain:

- the interview programme of the day, including lesson background information sheet for teaching positions and a test information that maybe required related to the role for any support staff
- instructions on how to get to school
- interview email detailing identification paperwork required, qualification certificates that should be provided on the day of interview.

Candidates are met at the reception by the Head of HR and she is responsible for the smooth running of the interview process for all candidates.

Tour guides are usually secondary students who study the relevant subject or may be a member of staff.

Interview pack – for online interviews

The interview pack should contain:

- the interview programme
- candidates will be asked to video themselves teaching a lesson (the video can just be of the teacher so long as the audio can pick up the interactions with the students)

- a lesson plan and evaluation will then also need to be sent.

Interview programme

The interview process will explore the applicant's ability to carry out the job description and meet the person specification.

9. Candidate selection

Final selection meeting

The Head's PA will organise a meeting of the Recruitment Panel as soon as possible after the interview candidates have departed. The Head will make a record of decision making to appoint an individual ahead of others to ensure that there is a record to provide clear honest feedback to the unsuccessful candidate/s if required.

Interviewers bring any additional notes they have made with them (including lesson observations if applicable); these are collected and put with the application file at the end of the process. The notes regarding the successful candidate are transferred to their personnel file.

Contacting referees by telephone

If there are any queries around information provided on a reference then verbal contact must be gained from the referee, ensuring that we are speaking directly with the referee, question the areas on the reference that require further clarification and evaluate the response.

Accurate notes of the telephone call should be made (the written references should be annotated, dated and initialled). If necessary, the Head will decide who needs to make this phone call.

Communicating the outcome

The Head will telephone the successful candidate as soon as possible.

If verbal acceptance is received, the email letter of appointment together with the contract of employment is drafted between the Head's PA and the Head of HR. The email will be sent by the Head.

The verbal and written email offers must state that it is a provisional offer, subject to the receipt of at least two satisfactory references (if both references are not received prior to interview), and relevant criminal record checks, verification of identity, proof of right to work in Portugal / successfully obtaining a visa and original copies of any qualifications having been seen. Once an acceptance email is received short-listed candidates should be contacted plus all other applicants. This will be done by telephone from the Head for short-listed candidates and by email for all other applicants (this will be completed by the Head's PA).

If the successful candidate declines the offer of the post, the Recruitment Panel reconvenes.

10. New employee administration and induction

A Recruitment and Screening Checklist is used to track and audit paperwork obtained in accordance with Safer Recruitment guidelines. This checklist will be retained on the personal file. The checking process will be completed by the Safer Recruitment Officer and checked by the Head of HR and the Operations & Compliance Officer before being finally verified by the Head.

Pre-employment vetting checks and commencing employment

Any offers of direct employment are conditional upon satisfactory pre-employment checks. A candidate cannot start work until all checks have been received and verified.

The pre-employment checks that we will complete when offered a role are as follows:

- Verification of work history.
- Verification of qualifications (if required for the role).
- Verification of identity and right to work in Portugal.
- Verification of the Portuguese Photo ID Card (this will also show the Número de Identificação Fiscal - NIF).
- Verification of home address from a utility bill or bank statement, plus a screen shot from the electronic device it has been taken from if original documents cannot be provided.
- Verification and receipt of at least two written references. A reference must be sought from the last position where the applicant worked with children. If an applicant has worked in a school for less than six years, a reference must be sought from their previous school. This helps ensure that any significant information regarding the candidate's suitability for working with children is considered.
- To the extent admitted in the applicable law, verification that the candidate is not prohibited from teaching in the UK or in Portugal (relevant roles only) or other countries where this information is available.
- To the extent admitted in the applicable law, verification that the candidate is not prohibited from holding a management role in a UK School (relevant roles only) or other countries where this information is available.
- Receipt of the Portuguese criminal background check (*Certificado de Registo Criminal*) and overseas criminal records (see below).
- To the extent admitted in the applicable law, the Safer Recruitment Officer will also carry out a social media and adverse media check to identify any publicly available information that might affect their suitability to work with children.

The Head also reserves the right to complete other checks as applicable to the role and circumstances.

Single Central Register

All pre-appointment checks are maintained in the School's Single Central Register. This is maintained by the Safer Recruitment Officer and is reviewed by the Head of HR, the Operations & Compliance Officer and verified by the Head. Spot checks are carried out twice a year by the Safeguarding Link on the Board of Governor and it is

also audited annually by Safeguarding Alliance.

Outsourced staff

Where staff are supplied through a third-party company, the school will work with the company and expect that at the very least there is a criminal record check, ID check and right to work.

Contractor (self-employed or not)

The School defines a Contractor as an individual who works for themselves on an autonomous way (whether through a personal services company or otherwise) and is engaged under a contract to supply a service. The service they provide includes no element of instruction or guidance to students. In addition to their photo ID that they bring on arrival, they must also bring an original *Certificado de Registo Criminal* (less than three months) or an original criminal record check from the country they are based in (less than three months).

Contractors are not under the subordination or supervision of the school; therefore a risk assessment is carried out prior to the individual commencing to render services in order to decide if a criminal record check is necessary.

A risk assessment is made of the contractor and is signed off by the Head, Bursar and Deputy Head (Pastoral) (see Appendix).

Occasional Contractors

The School defines an Occasional Contractor as a person or company engaged under a contract to supply services. An occasional contractor will provide services to the School for less than three days in a 30-day period. A risk assessment is carried out prior to the individual commencing to render services to decide if a criminal record check is necessary.

Volunteers

Volunteers who are working within the school must gain the authorisation of the Head. If Volunteers are in regulated activity, they will be asked to complete identity checks, an application form, and, to the extent admitted by the applicable law, a criminal record check for Portugal, *Certificado de Registo Criminal*. They will also be asked for references and will require an interview with the Head. Where checks are carried out these will be recorded on the SCR.

A one-off volunteer for day outings, school concerts etc. do not require vetting checks but must never be left without appropriate accompaniment or undertake personal care and must be risk assessed.

Regular volunteers receive a letter of agreement confirming that they will not be asked to take sole responsibility for any individual pupils or groups and that they should always expect to have the support of a member of staff and provide their activity under their support and guidance, following their indications. This member of staff is identified in this letter.

All volunteers are asked to read the Staff Code of Conduct and the Child Protection

and Safeguarding Policy to acknowledge in writing that they have understood these and have no further questions.

Criminal record checks

St. Julian's requests checks from at least every country that the candidate has lived in the past 10 years for six months or more plus the countries where they have nationality. The Head may decide to request checks going back further than this (since age 18).

Given the complexity of getting some criminal record checks the School will accept original documents that have been used for other appointments.

The School will list the required criminal checks it wishes to see in the offer email sent by the Head. In order to assist in getting these checks, the School uses the following resources:

- [How to obtain an Overseas Criminal Record Check](#) from the UK Centre for the Protection of National Infrastructure (CPNI).
- [Criminal records check for overseas applicants](#) from the UK Government's Foreign & Commonwealth Office (FCO).

Depending on the country, the outcome certificate of the criminal records checks may be returned directly to the candidate, or it may be returned to the School. In all instances the Safer Recruitment Officer will need to see the original certificate(s) before the commencement of work.

The School will cover all expenses related to obtaining the checks it requests. The candidate will be asked to keep the copies of receipts.

Referees

Referees cannot be a relative or someone known to the candidate as solely as a friend or colleague. References need to be from a senior person within an organisation who has the appropriate authority and knowledge to provide a reference. A CIS requirement is that both references should be from another professional and should be for the last two positions in the past six years, with one or more reference supplied by the head/director/principal.

Induction

All new staff will be required to undertake induction training. This will include:

- induction meeting and briefing with their line manager and/or HR team
- safeguarding training
- provision of key safeguarding policies: Safeguarding and Child Protection; the staff code of conduct and the whistleblowing policy
- health and safety training
- completion of a written induction checklist(s) for each role they take at school.

Record retention/data protection

All personal data collected by the school for purposes of carrying out a recruitment process will be processed under the General Data Protection Regulation (GDPR), the Portuguese Data Protection Law (Law no. 58/2019, of 8 August) and any other

applicable legislation.

All personal data collected during the recruitment process, including interview notes on all applicants, will be retained for a period of 6 months after the end of the recruitment process if the candidate was not selected; after such period the personal data collected will be destroyed. The six-month retention period is in accordance with the GDPR and will also allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints made to an employment tribunal.

Visiting speakers

As visiting speakers are not left alone with students, they are not subject to safe recruitment vetting checks. However, it is the school's responsibility to ensure that visiting speakers are suitable and that they are appropriately accompanied.

Invitations to guest speakers must be agreed with the relevant principal before the invitation is confirmed.

Visiting professionals

The identity of visiting professionals should be checked on arrival. These include healthcare professionals, sports instructors, referees, consultants, trainee teachers etc.

Governors

Will be subject to the following checks: criminal record checks the same for teaching staff, ID checks and right to work. Disqualification checks would also be undertaken if they volunteer to work in relevant childcare on a regular basis or if they were to be directly involved in the day-to-day management of such provision.

Monitoring

The Head of School is responsible for ensuring that this policy is monitored and evaluated throughout the school. This will be undertaken through a yearly safer recruitment evaluation audit by the Safeguarding Alliance which will also be shared with the Board of Governors.

Annual criminal record check

Every year the HR Department organises a *Certificado de Registo Criminal* for every member of staff. The outcome of this process is shared with the Head of School.

Annual Declarations

On an annual basis, all staff must complete a self-declaration to confirm their suitability to work with children, disclosing any recent convictions or offences and acknowledging key safeguarding policies. Staff must sign to confirm understanding and commitment to safeguarding responsibilities.

Leaving employment

All staff leaving employment will be invited to attend an exit interview at which time an exit questionnaire will be completed by the employee. The exit interview will be conducted by the Head and Bursar/relevant Principal. Notes from this meeting will be forwarded to the Head of HR for retention monitoring purposes and be included the

individual's personnel file.



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RISK ASSESSMENT FOR STARTING EMPLOYMENT WITHOUT ALL THE BACKGROUND CHECKS IN PLACE

This form is to be completed to make an assessment about a candidates' suitability to commence employment in a post which is deemed Regulated Activity prior to receipt of all the completed background checks. The risk assessment must be made by either the Head of Pre-Prep, Head of Prep, the Principal of the Bilingual Section, Principal of the Secondary Section and signed-off by the Head and Deputy Head (Pastoral) **before** the individual commences employment.

Name of employee		Position		Possible Starting date	
Details for when background checks were applied for	Reference 1 Reference 2 Police check – overseas Portuguese background check				

1. Did the applicant submit a fully completed application form including, all previous employment and gaps in employment?	Yes		No	
2. Did the applicant declare any criminal convictions, bind-overs, cautions, reprimands or police investigations which are not protected but might lead to a conviction, orders binding them over or cautions in Portugal or any other country?	Yes		No	
If yes, are these convictions relevant to the work that they are being employed to undertake?	Yes		No	

If yes, are these convictions of a serious nature i.e. offences against children / vulnerable adults / violent or sexual offences etc.?	Yes		No	
If yes, please state details:				
3. Did the applicant declare that they had been subject to any disciplinary investigation or action, including suspension?	Yes		No	
If yes, please state details:				
4. Have you obtained references?	Yes		No	
5. Do the individual's references give any cause for concern?	Yes		No	
If yes, please state details:				
6. At interview, did the individual say or do anything which gave cause for concern, in relation to allowing them to commence work before a disclosure is received?	Yes		No	
If yes, please state details:				
7. Has the individual ever had a DBS/ICPC/Registo Criminal check previously?	Yes		No	
If yes, when was this done and with whom (employer)?				
8. Does the job involve regularly caring for, training, supervising of being in sole charge of children?	Yes		No	

9. Will the individual have access to, or opportunity to commit an offence against a student?

Yes

No

If yes, what precautions or measures will you put in place to prevent this from happening?

10. Are you satisfied the risk of possible offending can be minimised by ensuring that satisfactory supervisory measures listed above can be implemented to prevent the individual from being alone with students?

Yes

No

11. Please outline the implications of delaying the individual in commencing employment. While all the necessary checks are being completed. The member of staff must be supervised at all times. Please explain below what the arrangements will be.

Completed by the relevant head of section / Bursar _____ signed Date _____

DECLARATION BY HEAD Tick one of the following statements:	
☐	I have considered the questions outlined above, and I am not satisfied that it is safe to allow the abovenamed individual to commence to work before the Disclosure clearance is received.
OR	
☐	I have considered the questions outlined above and confirm that I am satisfied that it is safe to allow the above-named individual to commence work before the Disclosure clearance is received, subject to the safety measures detailed above being in place.

I confirm that I have notified relevant and appropriate school staff that the individual is still subject to clearance and of the need to ensure the above measures are implemented. I confirm that I have explained to the individual concerned the implications of commencing work prior to clearance being received and the possibility that disciplinary action including summary dismissal may result if it is subsequently discovered that the individual did not disclose any material facts relating to their employment.			
Signed		Date	

DECLARATION BY DEPUTY HEAD (PASTORAL) (STRATEGIC LEAD FOR SAFEGAURDING)			
I confirm that I have been notified of these arrangements and am satisfied with the process outlined to me.			
Signed		Date	

This form should be retained on the candidate's personnel file at school until all the necessary checks have been received allowing a decision to be made about their continuing employment.

POLICY APPROVAL	
Approved by the Board	dd Mmmmmm 20YY
Next review date	XXXX Term 2025
Signed	Chair of the Board
Signed	Head