



ABU BAKR AL-IHSAAN ACADEMY

Staff Recruitment Policy

Rationale

The scope of this policy is to set out the minimum requirements of a recruitment process that aims to attract the best possible applicants to vacancies on the basis of their merit, abilities and suitability, deter prospective applicants who are unsuitable for work with children or young people and identify and reject applicants who are unsuitable for work with children and young people.

Purposes

- To ensure all those employed are suitable individuals to work with children and young people
- To ensure that all applicants are considered equally and consistently.
- To ensure that no applicant is treated unfairly on any grounds and specifically any protected characteristics as outlined in the Equality Act 2010
- To ensure all those employed are the best qualified and experienced to work with children and young people.
- To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (KCSIE), the Prevent Duty Guidance for England and Wales (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Services (DBS)
- To ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- To ensure all those employed share the school's ethos, values, ways of working and aspirations for its pupils and the community it serves
- To meet the requirements of the safeguarding agenda and protect both pupils and employers within the establishment
- To meet government recommendations for appropriate training
- To ensure all employees understand the requirements within safeguarding and their role

Roles and Responsibilities

It is the responsibility of the Headteacher and all other staff involved in recruitment to;

- ensure that the school operates safe recruitment procedures
- ensure that appropriate checks are carried out on all staff and volunteers who work at the school
- compliance with this policy

Governor for appointments

- to ensure the correct procedures have been used
- to ensure the school has effective policies and procedures in place for the recruitment of staff and volunteers in accordance with the DfE guidance and legal requirements;
- to monitor compliance with the above policies.

Recruitment Officer –

- to collect documentation for the DBS check
- to ensure the school operates safe recruitment practices and makes sure appropriate checks are carried out on all staff and volunteers;
- to monitor contractor and agency compliance with this document;
- to promote the safeguarding of children and young people at every stage of the recruitment process.

Recruitment and Selection Procedure

i. Identification of the need for an appointment

The need for certain posts will be assessed as appropriate e.g. when a member of staff leaves; when the needs arises or when the budget is under review.

ii. Advertisements & post details

Once the need for an appointment has been identified the school will proceed to advertise either internally, locally and nationally as appropriate. Advertisements may carry information about the school, but at the least, information about the post. Potential candidates who request details will be sent a candidate information pack which will contain the following:

- A brief letter/ email from the headteacher or the recruitment officer. This will include details of how to apply for the post and the closing date
- Details of the post
- A job description and person specification
- Information about the school

Adverts for all posts will include the school's commitment to Safeguarding and the fact the post is exempt from the Rehabilitation of Offenders Act i.e.;

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

This position is subject to appropriate vetting procedures including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

Literature that will contain this statement includes:

- Advertisements
- Publicity materials
- The school website recruitment section
- Candidate information pack
- Job description and person specification
- Invitation to interview

iii. Applications and shortlisting

An appointment team will be established at this stage which will usually consist of:

- The head teacher or other senior member of staff.
- A governor where practical
- Other relevant staff

Applications can be made electronically or as hard copy.

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

If shortlisted, candidates will be asked to complete a self-declaration where they will be required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). Once the closing date has passed the appointment team will shortlist the candidates and invite them for interview, explaining what they need to do in preparation.

iv. References

References will be requested from both of the referees nominated by the candidate, one of which should be an up to date employer referee, i.e. current or most recent employer. If a candidate is moving from another school the reference must be from the

Headteacher/Principal or another senior colleague (in the absence of a Headteacher) and not from a colleague.

Open references or testimonials provided by the candidate will not be accepted.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies and verify the source of the reference. This contact will then be recorded on the school's Single Central Record for successful candidates.

The school will request a written reference and – in appropriate cases – for the referee to complete simple tick sheet.

The school will request information about:

- The candidate's suitability for the post and working with children and young people
- Attendance, health and punctuality
- Whether there are any outstanding disciplinary issues including time-expired warnings, that relate to the safeguarding of children
- Whether there are any reasons why the candidate should not work with children and young people.
- Whether the referee recommends them for the post – without reservation, with reservation or not at all.

Candidates are not automatically entitled to see their employment references.

References will be read where possible before the interview so that any issues arising can be investigated during the interview.

v. Secretary of State Prohibition Orders and Section 128 direction (teaching and management roles)

In all cases, where an applicant is to undertake a teaching role of any kind (this may include non-teaching staff if they plan, prepare and deliver lessons and assess and report on pupils without supervision of a qualified teacher) a Prohibition Order check will be made. It is anticipated that this will be performed at the shortlisting stage, but it will, in any case, be carried out before any offer of employment is made.

The above activities do not amount to "teaching work" if they are supervised by a qualified teacher. If in any doubt or if the candidate has taught previously, or may teach in the future, the check will be undertaken.

Prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.

Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency (TRA). Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

A Section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A person who is prohibited is unable to participate in any management of an independent school such as:

- a management position in an independent school, academy or free school as an employee;
- a trustee of an academy or free school trust; a governor or member of a proprietor body for an independent school;
- a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities.

A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a school as stated in Keeping Children Safe in Education and the DfE Governance Handbook.

Checks for all prohibitions, sanctions and restrictions will be carried out by logging into the Secure Access/DfE Sign in Portal via the Teacher Regulation Agency web page.

Where the candidate will be engaging in regulated activity, a DBS barred list check will also identify any section 128 directions.

With effect from 1 January 2021, TRA checks will be for UK Citizens only and schools will therefore need to arrange for these checks to be carried out in the relevant country for overseas applicants (including those from the EEA).

vi. Recruitment Panels

Subject to the availability of training and in accordance with KCSIE, the school ensures that at least one member of any interview panel has undertaken Safer Recruitment training and kept this training up to date.

Advertisements for posts, whether in newspapers, internal communication or online, will include the statement:

“The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.”

Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification
- access to the school’s child protection policy, via the school website
- access to the school’s safer recruitment policy (this document) via the school website
- the selection procedure for the post

vii. The interview

Selection techniques will be determined by the nature and duties of the vacant post and may include a variety of methods. The school will conduct interviews in a face-to face manner (which could be via remote methods using video conferencing software, such as Microsoft Teams or similar, if face to face is not practical). Telephone interviews may be used at the short-listing stage.

Interviews will normally take place over the course of a day. The day will normally start with a welcome and introduction by the head and a tour of the school.

All candidates applying for a teaching post will also be expected to deliver a lesson. This provides very important information especially about how well the candidates plan lessons, how they interact with pupils and how well they teach. This does need careful planning and pupils need to be told in advance what they are doing and why. Where it is not practical for a lesson to take place, something as simple as a discussion between the candidate and a group of pupils will provide useful insights.

Questions need to have been worked out in advance. All candidates must be given the same questions and tasks to do although it is entirely appropriate to ask candidates about issues arising from their initial application and from the lesson delivered.

Candidates will always be required to;

- Explain any gaps in employment
- Explain any anomalies or discrepancies in the information available to the selection panel
- Declare any information that is likely to appear on a DBS disclosure
- Demonstrate their attitudes, motives and values for working with children and young people, and their capacity to safeguard and protect the welfare of children and young people
- Bring with them evidence of their identity (photographic), address and qualifications. Original documents only will be accepted, and photocopies will be taken. Unsuccessful applicant's documents (copies) will be destroyed.

All applicants who are invited to interview will be asked to bring original evidence of their identity, address, right to work in the UK, relevant qualifications and a completed Criminal Convictions Self-Declaration form.

In addition to the above, screening will take place of online behaviour of candidates shortlisted for posts. Any matters of concern arising from the digital footprint of a candidate may be discussed at interview.

Equal Opportunities for staff

The selection of applicants will not be biased in any way. This includes race, marital status, colour, nationality, or ethnic origin or any disability. Should any member of staff require legal guidance; reference should be made to any subsequent legislation.

Making the Offer of Appointment

An offer of appointment to a successful candidate is conditional upon satisfactory completion of the following pre-employment checks.

The Recruitment Officer will;

- verify a candidate's identity, following the DBS identity checking guidelines <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>
- obtain a certificate for an enhanced DBS check with a barred list information where the person will be engaging in regulated activity
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
- check that a candidate to be employed as a teacher, or to carry out 'teaching' work, is not subject to a prohibition order issued by the Secretary of State, using the TRA Teacher Services website (formerly called 'Employer Access Online')
- check that a candidate to be employed in a management position within the school is not prohibited from doing so (a section 128 direction), using the TRA Teacher Services website. Individuals taking part in 'management' may include individuals who are members of proprietor bodies (including governors if the governing body is the proprietor body for the school), and such staff positions as follows: headteacher, any teaching positions on the senior leadership team, and any teaching positions which carry a department headship. Whether other individuals such as teachers with additional responsibilities could be prohibited from 'taking part in management' depends on the facts of each case
- verify the candidate's mental and physical fitness to carry out their work responsibilities
- verify the person's right to work in the UK
- if a person has lived, or worked outside the UK make any further appropriate checks (see appendix 1)
- verify professional qualifications, by requesting certificates of evidence as appropriate
- for staff who work in childcare provision or who are directly concerned with the management of such provision we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009 by requiring signature on a declaration form.

The successful candidate is sent a formal offer of the post. A contract will be issued in due course.

An induction programme will follow, and will include ensuring the appointee understands the school' safeguarding procedures.

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status and Criminal Records Self Declaration Form

All shortlisted candidates invited to attend an interview at the school will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in the UK, in accordance with the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations (including evidence of settled status as required) and to complete the Criminal Records Self Declaration form.

Good quality photocopies of all documents will be taken. These will then be signed and dated by the person who has evidenced the originals and the copy. All documents will be filed in the staff file.

DBS Certificate

A DBS certificate will be obtained from the candidate before or as soon as practicable after appointment. Alternatively, if the applicant has subscribed to it and gives permission, we may undertake an online update check through the DBS Update Service.

Before using the Update Service, we will:

- a. obtain consent from the applicant to do so
- b. confirm the certificate matches the individual's identity; and
- c. examine the original certificate to ensure that it is for the appropriate workforce and level of check, e.g. enhanced certificate/enhanced including barred list information.

Where we allow an individual to start work before a DBS is available, we will always ensure that the individual is appropriately supervised at all times and that all other checks, including a separate barred list check, have been completed

Agency and third party staff

We will ensure written notification is obtained from any agency we use and that they have carried out the appropriate checks before they begin working with children. This will include, as necessary, a barred list check prior to appointing that individual. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Trainee/student teachers

If salaried by the school, all checks carried out normally as part of employment procedures will be carried out.

The same procedures will apply for trainee teachers funded by an initial teacher training provider as for agency and third party staff.

Volunteers

- We will prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required, and ensuring volunteers are appropriately supervised. Under no circumstances will we allow a volunteer in respect of whom no checks have been obtained to be left unsupervised or allowed to work in regulated activity.
- If we appoint volunteers we will adopt the same recruitment measures as we would for paid staff. Where the volunteering role will be a one-off such as accompanying teachers and pupils on a day outing or helping at a school fete, such measures would be unnecessary provided that the person is not to be left alone and unsupervised in charge of children.
- We will undertake a risk assessment and use our professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. In doing so we will consider:
 - the nature of the work with children;
 - what we know about the volunteer, including formal or informal information offered by staff, parents and other volunteers;
 - whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability;
 - whether the role is eligible for an enhanced DBS check

Details of the risk assessment will be recorded.

School governors

Since our governors do not engage in regulated activity (regulated activity definition found in appendix 2), they will be treated the same as volunteers.

Proprietor

Our proprietor has an enhanced DBS check which includes a barred list check. Our records also include confirmation of identity as required by the Keeping Children Safe in Education Guidance 2025.

Contractors

We will ensure that all contractors working in our school have been subject to the appropriate level of DBS check.

Contractors can include those carrying out teaching or providing some type of care or supervision of children. Where an appropriate DBS check has not been undertaken, they will be supervised at ALL times whilst having contact with children.

At all times the identity of contractors will be checked.

Visitors

We will check identification of professional visitors upon their arrival to school and ensure that they sign in and out of the building. We will use our professional judgment about the need to escort or supervise visitors on school site.

Induction

All new employees will be given an induction programme which will include systems within the school which support safeguarding.

This includes (but is not limited to):

- the child protection/ safeguarding policy
- the staff code of conduct
- the role of the designated safeguarding lead

All staff members will also receive appropriate child protection training which is regularly updated. All staff will be required as part of their induction to read and understand at least part one of Keeping Children Safe in Education 2020 statutory guidance.

Single Central Record

A single centralised record is kept in accordance with the DfE requirements. This is kept up to date by the Recruitment officer and is retained securely by the school.

It contains the details of the following;

- all staff (including supply staff, and teacher trainees on salaried routes) who work at the school
- regular volunteers who are engaged in regulated activity
- governors

The information recorded on these individuals is whether or not the following checks have been carried out or certificates obtained, and the date on which the checks were completed:

- an identity check
- a barred list check
- an Enhanced DBS check
- a prohibition from teaching check
- further checks on people living or working outside the UK
- a check of professional qualifications, where required
- a check to establish the person's right to work in the United Kingdom
- childcare disqualification declaration, (where relevant)
- a S128 check (where applicable)

A designated Trustee, Zia Ul Qasimi, will be responsible for auditing the Single Central Record and reporting his findings to the full Governing Body annually.

Retention

A copy of the other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept for the personnel file.

DBS guidance on the secure storage, handling, use, retention and disposal of disclosures and disclosure information.

As an organisation using the DBS service means to help assess the suitability of applicants for positions of trust. We comply fully with DBS code of practice regarding the correct handling use, storage, retention and disposal of disclosures and disclosure information.

i. Storage and Access

Disclosure information is never kept on an applicant's personal file and is always kept separately and securely, in lockable, non portable storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

ii. Handling

In accordance with section 124 of the Police act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosure or Disclosure information has been revealed and we recognise that it is a Criminal Offence to pass this information to anyone who is not entitled to receive it.

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

iii. Retention

Copies of DBS certificates will not be retained as this is not a requirement of the duty to maintain the Single Central Record.

iv. Disposal

Once the retention period has elapsed, we will ensure that any disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure waste bin etc. We will not keep any photocopy or other image of the disclosure or any copy or representation of the contents of the disclosure. However, notwithstanding the above, we will keep a record of the date of issue of a disclosure, the name of the subject, the type of

disclosure requested, the position the disclosure requested, the unique reference number of the disclosure and details of the recruitment decision taken

Existing Staff

At any time, where there are concerns about an existing staff member's suitability to work with children, the normal checks carried out before staff are employed at the school will be undertaken. Before a member of staff moves from a post that was not regulated to a regulated activity, the relevant checks will be carried out.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

Where we cease to use the services of a teacher because of serious misconduct, or would have dismissed them had they not left first, we will consider whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002.

"There is no legislation that requires schools to undertake repeat DBS checks on staff whose CRB certificates date back before June 2013, in fact if there has been no change in employment since May 2006 there is no requirement to check at all." (safeguarding in schools 2019 – Andrew Hal

DBS ex-offenders Guidance

As an organisation using the DBS to assess applicant's suitability for the position of trust, we comply fully with the DBS code of practice and undertake to treat all applicants for positions fairly. We will not discriminate unfairly against any subject of a disclosure on the basis of conviction or other information revealed.

We are committed to the fair treatment of staff, potential, staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependence, age, physical/mental disability or offending background.

We aim to promote equal opportunities for all our applicants who have the correct talent, skills and potential. We welcome applicants from a wide range of candidates including those with criminal records. We select all our candidates for interview based on their skills, qualifications and experience.

It is our policy to apply for disclosures on behalf of all our applicants. All application forms, job adverts and recruitment briefs will contain a statement that a disclosure will be requested in the event of the individual being offered the position.

Where a disclosure is to form part of the recruitment process, we encourage all applicants

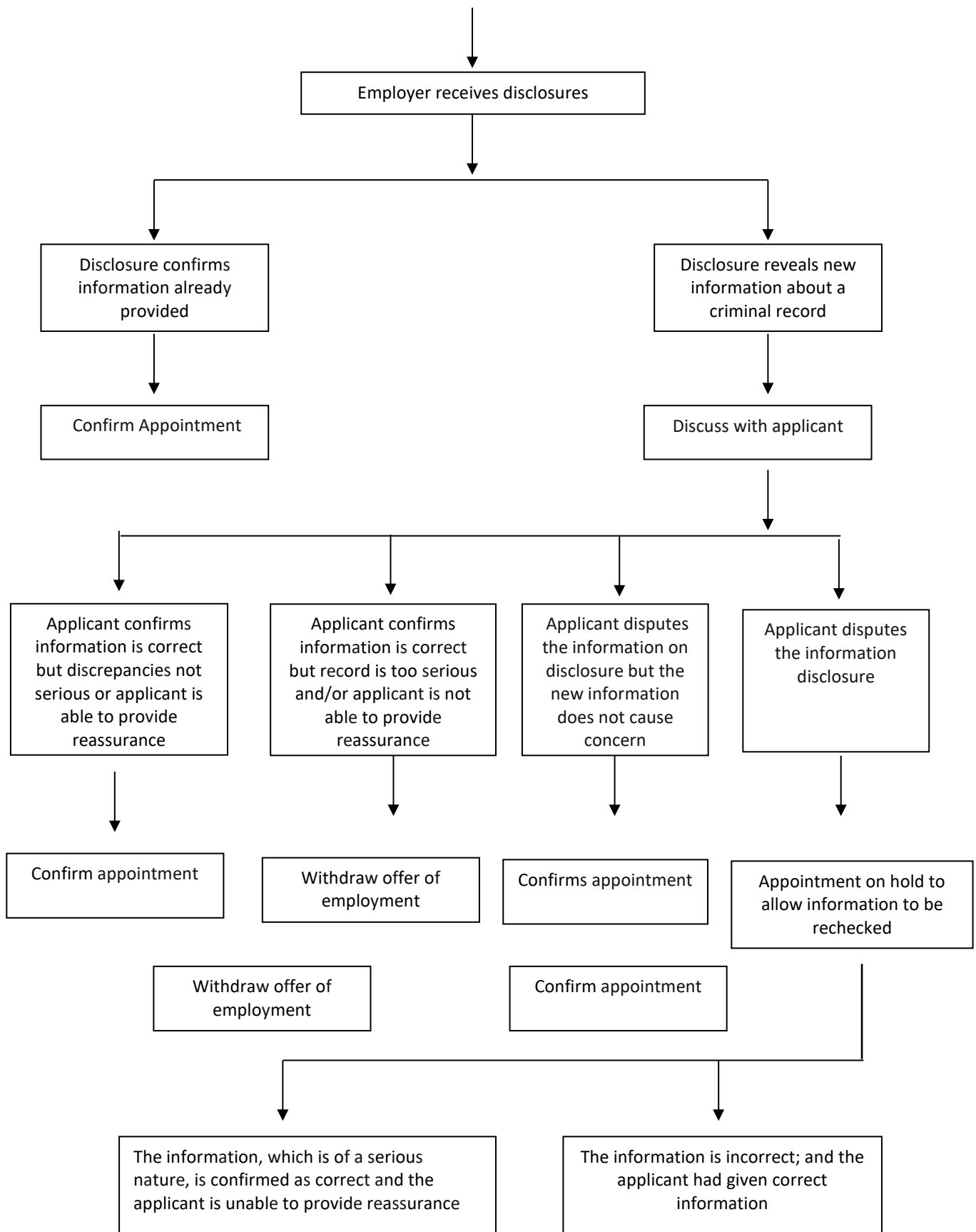
called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated senior person within school and we guarantee that all information provided will only be seen by those involved in the recruitment process. Unless the nature of the position allows us to ask questions about your entire criminal record we will only ask about "unspent" convictions as defined in the rehabilitation of offenders Act 1974.

We ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the rehabilitation of offenders act 1974.

At interview, or in any separate discussions that may take place, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position, which could lead to withdrawal of offer an employment.

We make every subject of a DRB Disclosure aware of the existence of the DRB code of practice and make a copy available on request. We undertake to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer of employment.

The following flow chart gives a guideline on how we deal with disclosures.



Declaration of Criminal Record

As stated on the application form, because of the sensitive nature of the duties the post holder will be expected to undertake, you are required to disclose details of any criminal record. Only relevant convictions and other information will be taken into account so disclosure need not necessarily be a bar to obtaining this position.

1. Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? (Note that the post you have applied for, you are expected to disclose all convictions, cautions, reprimands and final warnings on your criminal record from the Rehabilitation of offenders Act 1974) **Yes / No**

If yes, please give details of offence, penalties and dates.

Where the post is subject to Enhanced Disclosure, the following question should also be asked:

1. Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post? **Yes/ No**

If yes, please give details of offence, penalties and dates.

Declaration

I confirm that the information I have given on this form is correct and complete, and that misleading statements may be sufficient for cancelling any agreements made. I understand that, in the event of being short-listed for interview, I will be required to complete a confidential declaration in respect of my state of health. Because of the sensitive nature of the duties the post holder will be expected to undertake, I also understand that the declaration will include details of any criminal convictions, cautions, reprimands and final warnings *and any other information that may have a bearing on my suitability for the post* * I understand too that a Standard/Enhanced Disclosure** will be sought in the event of a successful application.

Signed _____

Dated _____

* The part in italics only applies in relation to Enhanced Disclosures.

**Delete as applicable

Appendix 1-

Applications from Overseas Applicants

If an applicant has lived or worked overseas for a period of at least 3 months during the previous 5 years then further checks will be made to ensure that any relevant events that occurred outside the UK can be considered. The Home Office has published guidance on criminal record checks for overseas applicants and can be accessed at <https://www.gov.uk/government/publications/criminal-records-checksfor-overseas-applicants>

These further checks should include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the TRA Teacher Services system. Although restrictions imposed by another EEA regulating authority do not prevent a person from taking up teaching positions in England, schools should consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.

Appendix 2

Regulated activity

The full legal definition of regulated activity is set out in Schedule 4 of the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012. HM Government have produced a [factual note on *Regulated Activity in relation to Children: scope*](#).

Regulated activity includes:

- a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children,

b) work for a limited range of establishments (known as ‘specified places’, which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;

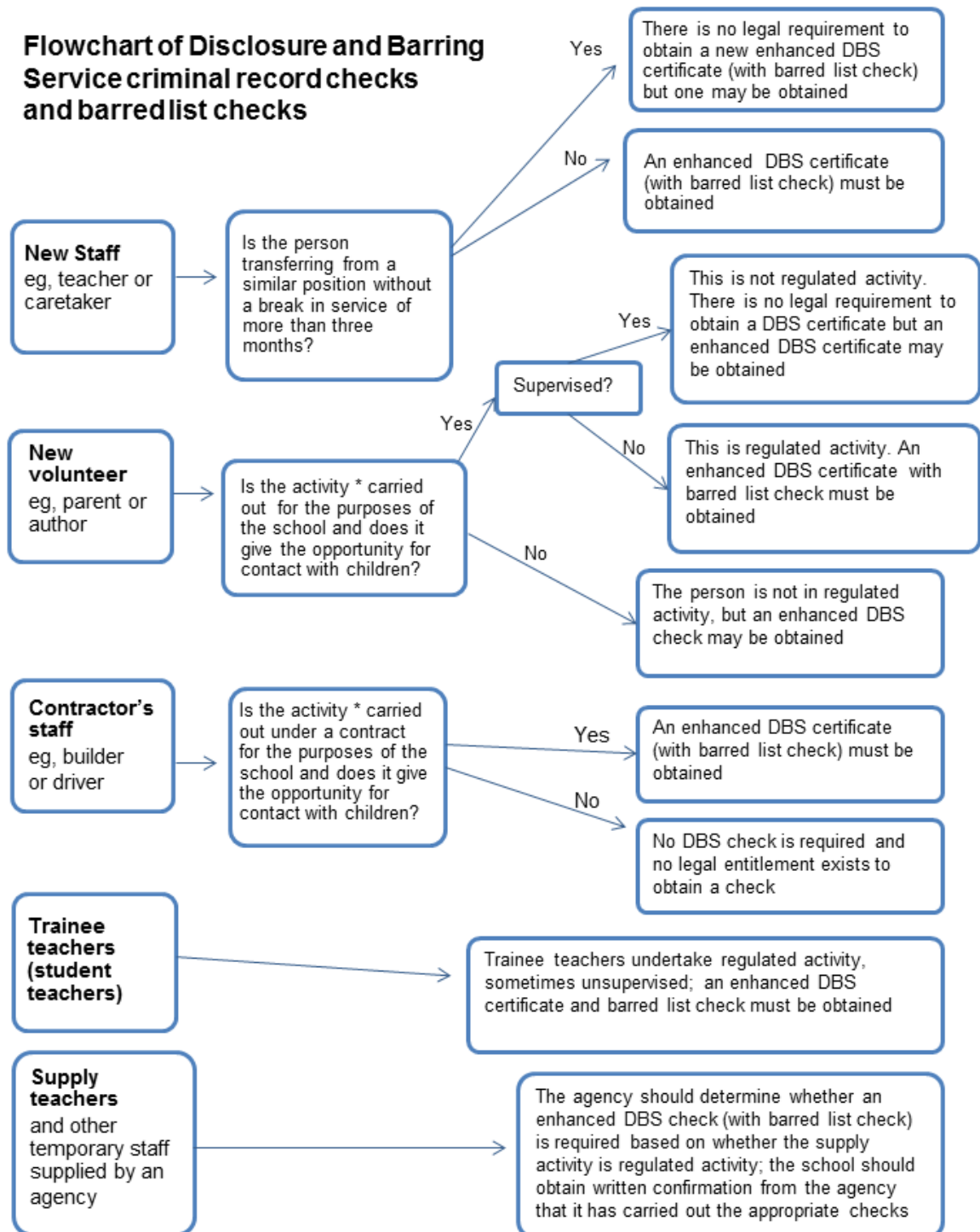
Work under (a) or (b) is regulated activity only if done regularly.²⁰ Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:

- personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing;²¹
- health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Appendix 3

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'

Staff Disqualification Declaration Form

In October 2014, the Department for Education (DfE) issued an update to its Statutory Guidance "Keeping Children Safe":

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/362919/Keeping children safe in education childcare disqualification requirements - supplementary advice.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/362919/Keeping_children_safe_in_education_childcare_disqualification_requirements_-_supplementary_advice.pdf)

This update required schools to provide care for pupils under the age of 8 to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009. Please note the following reference:

<http://www.legislation.gov.uk/uksi/2009/1547/contents/made>

A person may be disqualified through:

1. Having certain orders or restrictions placed upon them
2. Having committed certain offences

You are required therefore to sign at the end of the declaration below. In so doing you are confirming that you are not disqualified under those Regulations from working in this school.

If you fail to complete and return the form, this will be considered as a disciplinary matter for staff, which may result in dismissal and in the case of volunteers, will mean that you can no longer work in the school.

A disqualified person is not permitted to continue to work in a setting providing care for children under age 8, unless they apply for and are granted a waiver from OFSTED:

<http://www.ofsted.gov.uk/resources/applying-waive-disqualification-early-years-andchildcareproviders>