



## **HOLMEWOOD HOUSE SCHOOL**

### **SAFER RECRUITMENT POLICY**

<b>Policy Holder</b>	Bursar
<b>Date Approved</b>	December 2025
<b>Approval</b>	SLT
<b>Date for Next Review</b>	September 2026

#### **INTRODUCTION**

Holmewood House School is committed to ensuring the best possible environment for the children in its care. Safeguarding and promoting the welfare of children is our highest priority. The Governors are aware of their duties under Section 157 of the Education Act 2002 as amended in 2015. Guidance to school of their duties is found in Keeping Children Safe in Education 2025.

The Governors have prepared this policy outlining the recruitment process to ensure Holmewood House School implement a procedure which reduces the probability of an unsuitable person being employed by the School.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010 and (Amendment) Regulations 2023

The School's Human Resources Manager oversees the recruitment process to ensure consistency and that all procedures are adhered to.

It is the responsibility of the Head, Bursar and Managers involved in recruitment to:

- Ensure that the School operates safe recruitment procedures and to make 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.

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.

Any questions concerning the recruitment process are directed to the HR Manager who has responsibility for this policy to the Governors through the Head.

## **SCOPE OF THIS POLICY**

This Recruitment Policy applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as *“any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer”*

In the case of agency or contract workers, the School shall obtain written confirmation from the third-party organisation, agency or company that it has carried out the appropriate checks as set out in KCSIE (see form in Annex 5), the Administration team must ask to see their ID and Enhanced DBS certificate on their first visit to the School. No temporary/agency worker/contractor/supply staff should be allowed on the school site in term time without the HR Manager being informed first and in good time. This will allow the HR Manager to carry out the required checks.

Unchecked contractors will under no circumstances be allowed to work unsupervised in School. The School will determine, through a risk assessment, the appropriate level of supervision depending on the circumstances.

We will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure – renewed every 3 years, right to work in the UK, barred list, prohibition, qualifications, overseas checks plus those checks set out in KCSIE as ‘pre-employment’ checks). The Single Central Record shows these checks have been made and we carry out our own identity check and have seen a copy of the disclosure (whether or not it discloses any information).

## THE HOLMEWOOD HOUSE RECRUITMENT PROCESS

The purpose of this process is to set out the stages of the recruitment procedure at Holmewood House. It must be followed by all staff involved in the process.

### Stage 1 - Job Description/Person Specification/Advertisement

Before any role is advertised within the School approval must first be sought from the Head (academic staff) or Bursar (support staff). The job description must be prepared by the Hiring Manager in consultation with the SMT member or Head of Department as required. When the decision is made to advertise for the role, the job description should scope out the requirements of the role including a person specification and other details relevant to the role. Once a first draft is complete this should be shared with HR to review and confirm salary.

The job description will be made available on the Holmewood House job opportunities page and other recruitment channels which Holmewood House use.

All job descriptions/advertisements must contain our commitment to safeguarding statement:

Holmewood House is committed to promoting and safeguarding the welfare of children and all staff, volunteers and other third parties are expected to share this commitment. The school adopts a rigorous safer recruitment process which is adhered to in the appointment of all new members of staff. As part of the safer recruitment process, all applicants must be willing to undergo child protection screening appropriate to the post including, but not limited to, checks with past employers and an enhanced Disclosure and Barring Service (DBS) check.

Holmewood House advertises internal vacancies for a minimum of one week. All other vacancies are advertised externally, on the School website and via other media.

At this stage the relevant Managers should also consider the programme for recruitment. At a minimum this must include an interview with at least two interviewers, in addition to a safeguarding interview with a DSL. One of the interviewers should be safer recruitment trained. The recruitment admin team will support with the scheduling of interviews.

### Stage 2 – Enquiries/Application Form (see Annex 3)

The School will only accept applications from candidates who complete the relevant paper or online Application Form in **full**. CVs will not be accepted in substitution for completed Application Forms but may be used as supporting information.

Holmewood House request all applications be sent to [recruitment@holmewoodhouse.co.uk](mailto:recruitment@holmewoodhouse.co.uk) unless the online application form is used, once received these will be passed across to the Hiring Manager responsible for recruitment. Each application form will be reviewed by the Hiring Manager who will be responsible for short listing candidates with the appropriate member of SMT as required. The Hiring Manager should consider:

- Whether the application meets the requirements set out in the job description.
- Whether the applicant has met the minimum qualification criteria (evidence of this must be provided when the candidate attends interview).
- Particular attention should be paid to any gaps in employment history, individuals will be asked to verify any gaps if they are invited for interview.
- If a CV is included, are the application form and CV consistent in their content? Check dates and qualifications.
- Has the candidate had any short periods of employment? If so, this should be explored at

interview stage.

The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. The application form will ask for upfront disclosure of a criminal record, this may not debar a candidate from appointment as the School shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Information should be submitted by candidates in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the HR Manager, if the role reports to the HR Manager the sealed envelope should be submitted to the Bursar. If candidates would like to discuss this beforehand, they are asked to telephone in confidence the HR Manager / Head for advice.

**Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.**

Any unspent convictions, cautions, reprimands or warnings must be disclosed to the School. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and 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 Disclosure and Barring Service website.

### **Stage 3 - Invitation to Interview**

Short-listed applicants will be invited to attend a formal interview at which the candidate's relevant skills and experience will be discussed in more detail.

An online search of short-listed candidates will be completed ahead of interview by the HR Manager, any issues will be flagged with the Bursar and Compliance Officer. This will help the School to identify any incidents or issues that have happened, and are publicly available online which the School may want to explore with the applicant at interview.

The invitation to the candidate will be a standardised template administered by our recruitment administrator and will include:

- a) Directions to the School's Safeguarding and Child Protection Policy on the Holmewood House website. Candidates will be asked to read this.
- b) The documents we need candidates to bring:
  - a. Evidence of educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copies or certificates, diplomas etc.)
  - b. A current passport OR where the candidate is not a citizen of the United Kingdom, proof of entitlement to work and reside in the UK.
  - c. A full birth certificate;
  - d. If the candidate has had a name change, evidence of this must be provided for example a marriage certificate;
  - e. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;

The documentation above must be originals, we cannot accept photocopies or certified copies.

- f. Details of the format of the interview including who will conduct the interview(s)
- g. A request that candidates with a disability inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.
- h. Notification that references will be taken up and previous employers may be

contacted (if they have consented to us doing so).

Candidates who submitted their application form online will be asked to sign it on their arrival before their interview.

#### **Stage 4 - References (see Annex 4)**

The School will seek a minimum of two professional/character references. References for shortlisted candidates (including internal candidates) and will approach previous employers for information to verify particular experience or qualifications. References for short-listed applicants will be requested in advance of an interview where possible and where consent from the candidate has been given. If consent has been given to seek references ahead of interview the Hiring Manager should call the references and confirm that a written reference request will be sent to them from the HR Manager should the candidate be successful. Hiring Managers when seeking a reference must ask:

- Whether there are any concerns with the candidate working with children.
- Whether there are any disciplinary allegations or matters which we should be aware of in relation to disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

The Hiring Manager should confirm in writing to HR that a verbal reference has been sought with responses to the above bullet points captured as a file note.

Where consent is not given references will be taken up as soon as possible after interview and, wherever possible, prior to any formal offer of employment being made. If the candidate does not wish the School to take up references in advance of the interview, they should select 'no' in the reference section of the application form.

One of the references must be from the applicant's current or most recent employer. References must be received by a senior person with appropriate authority.

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. The School will verify all references. Where references are received electronically, the School will ensure they originate from a legitimate source.

The School will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer. If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children. Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

For minimum compliance purposes, satisfactory references should be received before an employee/worker can start work.

## Stage 5 - Interview

Interviews should be conducted by at least two people. A safeguarding interview will be undertaken for each candidate. At least one person on the interview panel will have undertaken safer recruitment training which is presently provided by EduCare. The Chairman of Governors should chair the panel for the Head and Bursar appointments. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and professional judgment will be applied by the Chairman as to whether or not the interviewer should withdraw from the panel. Should the Chairman have a conflict of interest, the Vice Chairman shall decide whether the Chairman should withdraw from the panel.

Where possible, the interview will be conducted in person and the areas which it will explore will include suitability to work with children.

The Hiring Manager is responsible for preparing a question set relevant to the post exploring also the bullet points detailed in the application form section. Notes of the interview must be made by the Hiring Manager and must be submitted to HR once the interview process has concluded.

## Stage 6 - Conditional Offer of Employment

All offers of employment will be subject to:

- 1) Receipt of at least two satisfactory, verbally verified references;
- 2) Verification of identity;
- 3) Verification of professional qualifications where appropriate;
- 4) Evidence of the right to work in the UK;
- 5) Enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
- 6) For a candidate to be employed as a teacher, a check using the Teachers Services' system that the candidate is not subject to a prohibition order issued by the Secretary of State. Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:
  - a. Planning and preparing lessons and courses for pupils;
  - b. Delivering and preparing lessons to pupils;
  - c. Assessing the development, progress and attainment of pupils;
  - d. Reporting on the development, progress and attainment of pupils.
- 7) Verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999);
- 8) Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate, including where practicable, a local police check for the country in which the applicant is, or has been resident within the last five years, so that any relevant events that occurred outside the UK can be considered.
- 9) Candidate declaration of medical fitness;
- 10) Where the successful candidate will be taking part in the management of the School, a check will be carried out under section 128 of the Independent Educational Provision in England (Prohibition on Participation in Management) Regulations 2014. This applies to all Governors, Senior Team and teaching Heads of Department;

Certain individuals are automatically disqualified from acting in senior management positions within a charity. Whether an individual falls into the category of a senior management position is judged using the following criteria:

- A person who is accountable only to the governors and who carries overall responsibility for the day-to-day management and control of the charity. At Holmewood House School this would be the Head.

- A person who is accountable only to the Head or the governors, and who is responsible for the overall management and control of the charity's finances. At Holmewood House School this would be the Bursar. Being disqualified means that a person cannot take on, or stay in, a senior manager position – even on an interim basis, unless the Charity Commission has removed (or 'waived') the disqualification.

11) The statutory guidance "Disqualification under the Childcare Act 2006" applies to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare. Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head or Bursar for more details.

Once the candidate has accepted the post and the above named checks have been completed HR will add their appointment to the SCR.

HR will invite the candidate to complete a DBS check unless a portable certificate is available. The DBS check will only be initiated within 3 months' of the candidates start date to ensure it remains valid. During this meeting the candidate will be asked to complete the following forms:

- Medical declaration
- Staff key contact details including bank details
- Next of kin form
- Form confirming they have received and will read the Safeguarding and Child Protection Policy.

Candidates will be made aware during this meeting that they must notify the School immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration. The School takes its responsibility to safeguard children very seriously and any staff member and/or candidate who is aware of anything that may affect their suitability to work with children must notify the Bursar immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they may receive.

**All candidates should be aware that the provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.**

Post this meeting above HR / Compliance will contact the DSL and request that a session be arranged for new starters to receive Safeguarding and Child Protection Training as early as possible after their start date with the School. HR / Compliance will keep a log of all new staff who have received the training and the date on which this was administered. Often the training will take place in a group setting and will form part of the INSET day itinerary at the start of each term should the staff member start at the beginning of a term. Should a staff member join mid-way through a term, arrangements will be made for the staff member to have 1:1 training ahead of their start date.

## OTHER RECRUITMENT PROCESSES

### Transfers Under TUPE

Any staff who TUPE transfers into the School's staff, will be required to undertake the statutory requirements with regard to safer recruitment checks. Procedures for contractors, supply staff and volunteers are described in the 'other' section.

If staff are transferred under TUPE (gap of three months or less and information complete) information will be passed to the new employer and a note made on the Single Central Register that details have been accepted under TUPE.

The Single Central Register shows the relevant and appropriate checks have been made and the School carries out its own identity check and has seen a copy of the disclosure (whether or not it discloses any information).

### **Staff Induction Procedures**

There is an induction programme for all staff and volunteers newly appointed regardless of previous experience. Its purpose is to:

- Provide training and information about the School's policies and procedures;
- Support individuals in a way that is appropriate for the role for which they have been engaged;
- Confirm the conduct expected of staff within the School;
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- Enable the Head of Department/person's Line Manager to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The content and nature of the induction process will vary according to the role and previous experience of the new member of staff or volunteer, but as far as safeguarding and promoting the welfare of children is concerned, the induction programme should include information about, and written statements of:

- Policies and procedures in relation to safeguarding and promoting welfare;
- Safe practice and the standards of conduct and behaviour expected of staff and children;
- How and with whom any concerns about those issues should be raised; and
- Other relevant procedures e.g. disciplinary, capability and whistleblowing.

The programme must also include attendance at child protection training appropriate to the role.

### **Contractors**

The Head, Bursar and Estates Manager are to ensure that the terms of any contract they enter into requires the contractor to employ staff to work with, or provide services for the School which requires the contractor to adopt and implement the measures described in this policy. They are also to monitor the contractor's compliance and are to request that the contractor provides evidence of having obtained Enhanced DBS disclosures for all staff working frequently or intensively on the School site.

### **Supply Staff**

Wherever possible, Holmewood House School will endeavour to fill short term staff absences through internal cover and re-deployment. However, there are occasions where it becomes necessary to utilise the services of a supply agency to support our recruitment needs. In these situations, the following guidelines apply (and are conditions of the agreement with the supply agency):



- The supply agency must provide written confirmation that all appropriate safeguarding checks have been made before a supplied person can commence work at the School.
- The School must receive a copy of the DBS disclosure before a supplied person can commence work.
- The DBS disclosure must have been made not more than 3 months prior to the commencement of employment at the School.
- The person offered for supply must satisfy the identity checks that all employees of the School are subject to (irrespective of any previous identity check).
- For any supply staff working in a boarding context the School will require (independently of the supply agency) an Enhanced DBS disclosure.

## Volunteers

Volunteers (including Governors) are, like teachers, seen by children as safe and trustworthy adults. If the School is actively seeking volunteers, and those concerned are considering candidates whom they have little or no recent knowledge, they are to adopt the same recruitment measures as would apply for paid staff. In other circumstances, for example where a parent who is well known to the School is asked to take on a particular role, the School reserves the right to follow a streamlined procedure by seeking references, checking to ensure others in the School community know of no concerns and can make a positive recommendation, conducting an informal interview to gauge a person's aptitude and suitability and undertaking an enhanced Disclosure and Barring Service (DBS) Disclosure.

In other circumstances e.g. where a volunteer's role will be a one-off, such as accompanying teachers and children on a day outing or helping at a concert, such measures would be unnecessary provided that the person is not to be left alone and unsupervised in charge of children. This also extends to secondary school pupils on work placements (or similar). **However, any overnight supervision would always require an Enhanced DBS check.**

Where volunteers recruited by another organisation work at Holmewood House School e.g. sports coaches from a local club, the supervising member of staff is required to obtain written assurance from that organisation that the person has been properly vetted. If the volunteer is engaged in regulated activity, the third party organisation must undertake a barred list check.

## Maintaining a Safer Culture

Continued awareness is vital, and it is important that all staff have appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out. Staff, children and parents also need to feel confident that they can raise issues or concerns about the safety or welfare of children, and that their concerns will be listened to and taken seriously. That can be achieved by maintaining an ethos of safeguarding and promoting the welfare of children and young people and protecting staff.

## Monitoring

Monitoring of both the recruitment process and induction arrangements by the Human Resources Manager and the Compliance Lead will allow for future recruitment practices to be better informed, where relevant considering staff turnover and reasons for leaving and exit interview feedback.

A review of the SCR by a Designated Governor and DSL will take place at least annually.

## Annex I

### Criminal Records Approach

The School will refer to the Department for Education (“DfE”) document, ‘Keeping Children Safe in Education’ and any amended versions in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request, or accessed here:

<https://www.gov.uk/government/publications/dbs-code-of-practice>.

There are limited circumstances where the School will accept an enhanced DBS check from another educational institution which are as follows:

This is where the new member of staff has worked in: –

- (a) A school or a maintained school in England in a position which brought the candidate regularly into contact with children or young persons;
- (b) A maintained school in England in a position to which the candidate was appointed on or after May 2006 and which did not bring the candidate regularly into contact with children or young persons; or
- (c) An institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education or which brought the candidate regularly into contact with children or young persons, during a period which ended not more than three months before the candidate’s appointment.

In these circumstances the School may still apply for a disclosure but is not required to do so. A new, separate barred list check will be obtained.

### DBS Update Service

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the School to check there have not been changes since the issue of a disclosure certificate. A barred list check will still be required.

### If Disclosure is Delayed

A short period of work is allowed under controlled conditions, at the Head or Bursar’s discretion. However, if an ‘enhanced disclosure’ is delayed, a Head may allow the member of staff to commence work (with the exception of those roles which relate to Boarding):

- Without confirming the appointment;
- After a satisfactory check of the barred list if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Provided that the DBS application has been made in advance;
- With appropriate safeguards taken for example reasonable supervision arrangements and the completion of a risk assessment.
- Safeguards and if applicable the risk assessment reviewed at least every two weeks
- The person in question is informed what these safeguards are; and
- A note will be added to the single central register and evidence kept of the measures put in place.

**Retention, Security of Records and Data Protection Obligations**

- The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy.
- The School will comply with its data protection obligations in respect of the processing of criminal records information. More information on this is included in the Recruitment Privacy Notice and the Data Protection Policy.



## Annex 2

### Recruitment of Ex-Offenders

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

**All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.**

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006".

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- The School receives an application from a disqualified person;
- Is provided with false information in, or in support of, an applicant's application; or
- The School has serious concerns about an applicant's suitability to work with children.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- Whether the conviction or other matter revealed is relevant to the position in question;
- Whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- The seriousness of any offence or other matter revealed;
- The length of time since the offence or other matter occurred;
- Whether the applicant has a pattern of offending behaviour or other relevant matters;
- Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary,

theft, deception or fraud. If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

## Annex 3

### COPY OF APPLICATION FORM



## HOLMEWOOD HOUSE SCHOOL

Langton Green, Tunbridge Wells, Kent, TN3 0EB

Telephone: 01892 860015 Web Site: [www.holmewoodhouse.co.uk](http://www.holmewoodhouse.co.uk)

### APPLICATION FOR EMPLOYMENT

#### PLEASE NOTE:

1. If there are questions that are not relevant to your application please mark as N/A.
2. If you are using a paper version of the form and there is insufficient space for your answer please continue overleaf or on blank paper.

Once complete, please send with a short covering letter explaining why you are applying for the position together with any other information relevant to your application to:  
[recruitment@holmewoodhouse.co.uk](mailto:recruitment@holmewoodhouse.co.uk) or via post to Human Resources, Holmewood House School, Langton Green, Tunbridge Wells, Kent, TN3 0EB.

Please note all candidates applying for employment via email or via the online application form will be required to sign and date this form if invited to attend an interview.

#### **Commitment to safeguarding**

**Holmewood House is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.**



<b>Position applied for:</b>		
<b>I. Personal details</b>		
Title :	Forename(s):	Surname:

Address:	Former name: (including maiden name)
Postcode:	Preferred Forename:
<p>How long have you lived at this address:</p> <p>If less than 5 years please provide all previous addresses for past 5 years.</p>	
Previous address:	Previous address:
Postcode:	Postcode:
Length of time at address:	Length of time at address:

<p><b>2. Contact details</b></p> <p>Home telephone: ..... Email: .....</p> <p>Mobile telephone: .....</p> <p>Work telephone: .....</p> <p>May we contact you at home ( yes / no ) at work ( yes / no )</p>
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<b>3. This section is for <u>Teaching applicants only</u></b>  Do you have Qualified Teacher Status?  TRN Number.....	Y/N
Are you registered with the General Teaching Council for England?	Y/N

<b>4. Applicant details</b>  Do you have the right to work in the UK?  We will ask to see evidence of right to work if you are successfully shortlisted to interview stage.	Y/N
National Insurance number	[Insert here]
Do you require a visa to work in the UK	Y/N
Are you first aid trained?	Y/N
Do you have a current full UK driving licence?	Y/N
Do you have DI on your licence?	Y/N
Please confirm if you know any existing employee, volunteer or Governor at the School and if so, please provide full details of how you know them.	Y/N  Details:
Are there any particular adjustments we need to make to enable you to attend an interview?  If Yes, please give details	Y/N Details:

**5. Education and Training****Secondary education**

From	To	School(s)	Qualifications and grades obtained

**Further education (college/university)**

From	To	Institution	Qualifications and grade/classification obtained

**Professional development**

Please provide full details of membership(s) of professional bodies detailing whether gained through examination or experience.

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**Courses (attended during the last 3 years)**

From	To	Name of course (and award if gained)	Provider	Full time / Part time

**Please capture here any other relevant professional experience and key skills**

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### Outside leisure interests

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## 6. Employment history

Please provide full details of all positions held including employment, self-employment and unpaid work.

Please start with your current or most recent employer and for each detail the reason for leaving employment.

### Details of current post:

Post:	From:
	To:

Employer:

Key responsibilities:

Reason for leaving:

Notice period:

### Employment History

From	To	Employer	Position held (including subject taught and at which level if applicable)	Reason for leaving
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**Please explain any gaps in employment if applicable:**

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**Current Salary**



£

Salary (basic) if appropriate (Please indicate scale point if applicable)	Additional (Please indicate additional responsibility points, London Allowance etc.)
Total salary	

## 7. References

Please provide at least **two professional referees**. One referee should be your current or most recent employer and all referees should hold senior positions within the organisation(s). Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. References will NOT be accepted from relatives or from referees writing solely in the capacity of friends.

Referee 1		Referee 2	
Name		Name	
Address		Address	
Position		Position	
Tel No		Tel No	
Email		Email	

Please continue on a separate sheet should you wish to add further reference details.

Please indicate if you are willing for us to seek information from your referees prior to interview.

**Yes / No**

## 8. Application statement

In this section please set out in detail below a statement in support of your application, which addresses the criteria outlined in the job description and any other key skills and qualities which are relevant to your application.

**Personal Statement**

If there is insufficient space on the paper application, please continue on a separate sheet if necessary giving page number and title heading.

## 9. Data Protection Statement

The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to help with our recruitment process.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment.

We may check the information provided by you on this form with third parties.

## 10. Declaration

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and any other relevant factors. If necessary please submit the information requested in confidence, enclosing details in a separate sealed envelope; this will be seen and then destroyed. If you would like to discuss this beforehand, please telephone, in confidence the HR department for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order (1975) (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure for employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website. [www.gov.uk/dbs](http://www.gov.uk/dbs).

You should be aware that the School will institute its own checks on successful applicants with the Disclosure and Barring Service (DBS), and, where appropriate, a check of the Barred List maintained by the DBS, and any offer of appointment will be made conditional on obtaining such satisfactory checks. Please tick one box below:

I have nothing to declare ☐

I enclose a confidential statement in a sealed envelope marked confidential ☐

I declare that I have not been disqualified from working with children, I am not prohibited from working with children including *Disqualification under the Childcare Act 2006*, and I am not subject to any sanctions imposed by a regulatory body (e.g. the *General Teaching Council for England*, or the *Teaching Regulation Agency*).

I declare that the information I have given in this Application Form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment or if appointed, may result in my dismissal

Signature: ..... Date: .....

**All candidates applying for employment via email or via the online application form will be required to sign and date this form if invited to attend an interview.**

Please let us know where you heard about this vacancy:

Website (please name):	
Publication (please name):	
Other (please state):	

## Annex 4

### Reference Wording

Dear [insert name]

[Candidate name] is [interviewing/has been offered] a role at Holmewood House School as a [insert role] and has given your name as a referee. The position is dependent upon satisfactory references being received by the School.

I should be most grateful if you would please provide a confidential reference for [him/her] covering:

- Your relationship with [candidate name] including how long you have known [him/her] and in what capacity
- [His/Her] suitability to undertake the above role
- [His/Her] relations with fellow colleagues/students, and any other information which may be relevant

Under the terms of the Children Act, I need to know, to the best of your knowledge, if there is any reason why [he/she] should not be entrusted with the care of young children and if [he/she] is otherwise unsuited in any way to be considered for this post, could I please ask you to specifically respond to the following points:

- Whether [he/she] has been subject to any disciplinary procedures in which the sanction is still current
- Whether any allegations or concerns have ever been raised about [him/her] that relate to the safety or welfare of children
- Whether you know of any impediment to [his/her] employment in a position where there is access to children

I would be most grateful if you could please confirm the best telephone number for me to contact you on and advise of a suitable time for me to call you as we are required to verbally verify all written references received **[remove this final sentence if the reference has already been verbally verified by hiring manager]**.

Thank you very much for your help in this matter, I look forward to hearing from you.

HR Manager

## Annex 5



### HOLMEWOOD HOUSE SCHOOL

#### Safer Recruitment checklist

#### (Third party staff including activity staff, supply staff and contractors)

Holmewood House is committed to promoting and safeguarding the welfare of children and all staff, volunteers and other third parties are expected to share this commitment.

Full name of individual:.....

Role / Activity:.....

Company name:.....

**Prior to an activity commencing at Holmewood House School each individual must present an original Enhanced DBS certificate noting the company above. If this is not possible arrangements should be made to apply for a certificate via Holmewood House School. All third party staff are required to register for the DBS update service.**

**ID must also be presented upon arrival at Holmewood House.**

**The individual will be required to remain fully supervised until checks have been fulfilled.**

**Staff must sign in at Reception each time they come on to the School site.**

List of checks to be completed by company above prior to appointment:

Check	Completed
Application form/CV ( <i>any gaps verified</i> )	
Identity ( <i>checked via original documentation</i> )	
Right to work in the UK and ID check ( <i>checked via original documentation</i> )	
Overseas check ( <i>if staff member has worked overseas within the last 5 years</i> )	
Qualification checks ( <i>confirmation of qualifications relevant to the role</i> )	
Prohibition from management/teaching and disqualification from childcare where applicable	
Reference checks x 2 references both verbally verified	
Medical declaration	
Enhanced DBS certificate	
Barred list check	
Passport seen	
Birth certificate seen	
Online searches (from September 2022)	

**Documents to be provided by Holmewood House to company at the time of engagement.  
Completion required for each individual attending the school:**

	Completed
Link to safeguarding policy and declaration signed	

I confirm the above checks have been completed for those staff running activities/working at Holmewood House School. If a substitute is provided I confirm these mandatory checks will be fulfilled prior to their attendance on site.

I will ensure any third party staff member brings in their green Enhanced DBS certificate, a portable certificate must also be accompanied by the original green Enhanced certificate and ID must be provided prior to starting the activity/work at Holmewood House School.

**Signature of authorised person:.....**

**Date:.....**

**Version Control:**

<b>Author</b>	Rachel Thorne
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