



POLICY ON SAFER RECRUITMENT OF NEW STAFF AND GUIDANCE ON RECRUITMENT AND SELECTION OF STAFF

Highfield and Brookham School follow the DfE guidance – [Working Together to Safeguard Children \(December 2023\)](#) and [Keeping Children Safe in Education \(September 2025\)](#)

Highfield and Brookham School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The School will also check that anyone seeking employment as a teacher is not subject to a prohibition order issued by the Secretary of State, disqualified from teaching, or subject to a prohibition from the management of independent schools' direction. We believe that this will help prevent, reject or identify those people who might abuse children.

We wish to appoint the most suitable person for each vacant position regardless of age or perceived age, marital status, gender, racial or ethnic background, religion or belief, sexual orientation, gender reassignment or disability. In addition, we will take no account of an applicant's membership or non-membership of a trade union.

We intend to deter prospective applicants and to identify and reject applicants who are unsuitable to work with children. Existing employees, employees on fixed or temporary contracts will be invited to apply.

We expect all applicants to declare whether they are in a close relationship with any employee, worker, volunteer, director or anyone else connected with this school, as we wish to encourage and promote an open and transparent recruitment process.

We believe our recruitment and selection process is systematic, efficient, effective and equal.

Highfield and Brookham School have staff trained in safer recruitment, one of which will be present at all interviews.

Policies relating to Staff Recruitment, Induction and Child Protection include the following:

- Highfield and Brookham School Safeguarding and Child Protection Policy and Procedures
- Highfield and Brookham School Code of Conduct for Staff

This policy includes guidance on recruitment and Selection of Staff and **Appendix A** contains the Recruitment and Selection Checklist.

Reviewed and Amended SPBC/SEWB/AB/GH September 2022

Reviewed: August 2023 EB/SC

Reviewed: August 2024 EB/SC

Reviewed August 2025: EB/SC

Next Review Date: August 2026

Appendix A

Recruitment and Selection Checklist

Planning

Timetable decided:

- Job specification / description and other documents to be provided to applicants reviewed and updated as necessary.
- Application form seeks all relevant information and includes relevant statements about references etc.

Vacancy advertised:

- Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children, and need for successful applicant to be checked by the Disclosure and Barring Service and other relevant checks.

Applications on receipt:

- Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short listing and checks made to ensure that the candidate is not subject to a prohibition order issued by the Secretary of State.

Shortlist Prepared

Online Searches

- Check national and local press and social media to identify any incidents or issues that have happened and are publicly available online.

Barred List and Teacher Prohibition List (when available)

- Check against Barred Lists, including Section 128 Prohibition from Management check for proprietors, heads, SLT and teacher heads of department

References – seeking

- sought directly from referee on short listed candidates: ask recommended specific questions: include statement about liability for accuracy

References – on receipt

- Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with applicant at interview (where possible)

Invitation to interview

- Includes all relevant information and instructions

Interview arrangements

- At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and questions/assessment criteria/standards.
- A minimum of one interview panel member will have completed Safer Recruitment training.

Interview

- Explores applicants' suitability for work with children as well as for the post.

- **N.B.** Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate **original** documents
- Copies of documents taken and placed on file; where appropriate applicant completed application for DBS Disclosure

Conditional Offer of Appointment: Pre-Appointment Checks

Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and, for non-teaching posts, a probationary period. The first step will be to ascertain which category the individual falls within based upon whether that person will be engaged in regulated activity using definitions either pre or post the Protection of Freedoms Act 2012.

1. **References** (if not obtained and scrutinised previously)
2. **Identity** (if that could not be verified straight after the interview)
3. **Qualifications** (if not verified on the day of interview)
4. **Permission to work in UK** (if required)
5. **DBS** (where appropriate, satisfactory DBS Disclosure received)
6. **Barred List** (person is not prohibited from taking up the post. The original of the DBS certificate must be seen before the candidate's position is confirmed)
7. **Prohibition Checks to be taken for those in regulated activity**
8. **Health** (the candidate is medically fit)
9. **QTS** (if necessary and relevant)
10. **Overseas criminal records check (plus letter of professional standing for teaching roles).**

All pre-appointment checks will be recorded on the School's Single Central Record (SCR) in accordance with statutory guidance.

In the event of a disclosure being delayed, the member of staff may start work under the following restrictions:

- The DBS check has been made in advance
- The appointment will not be confirmed
- The barred list check is satisfactory and all other relevant checks have been completed satisfactorily
- A detailed Risk Assessment and close supervision is put in place and the person in question is informed what these safeguards are
- The safeguards are reviewed every two weeks
- A note is put on the School's Single Central Record (SCR) and evidence kept of the measures put in place.

Any decision to allow a new employee to start prior to DBS clearance must be approved by the Head or DSL and recorded in writing, with the Risk Assessment retained on file.

Alternative Provision Safeguarding Requirements

Although the School does not currently utilise Alternative Provision, if this did become necessary, the School would take the following actions to ensure the safeguarding of pupils.

We would:

1. Obtain written confirmation from the alternative provider that all relevant staff have undergone appropriate safeguarding checks, i.e. those checks that the school would otherwise perform in respect of its own staff, including DBS, barred list, and any other necessary vetting.
2. Require the provider to notify us promptly of any staffing or other arrangements that could place the child at risk, so that we can ensure that appropriate safeguarding checks have been carried out on new staff for continued safeguarding compliance.
3. Maintain accurate records of where each pupil is educated during school hours, including full addresses of provider sites or satellite locations.
4. Conduct reviews of each alternative provision placement at least once every half term, confirming the child's attendance, evaluating whether their needs are met, and assessing the safety and suitability of the provision. If any unresolved safeguarding concerns arise, we will consider ending the placement.

Appendix B

Procedure on Recruitment and Selection of Staff

The following documents form the procedure for the appointment of all Teaching Staff at Highfield and Brookham School. The list below should be used as a checklist in all Recruitment of Teaching Staff at Highfield and Brookham.

- Job Advert: Ensure these words are included in job advertisements (Doc 1)
- Application Forms: To include these questions (Doc 2)
- Standard letter of response to candidates' expressions of interest (Doc 3)
- Explanatory Note to accompany every application form (Doc 4)
- Self-Disclosure Form for Shortlisted Candidates (Doc 5)
- Add the relevant wording to their job descriptions (Doc 6)
- Follow the guidance advice about planning the recruitment process, scrutinising applications, shortlisting, interviewing and carrying out checks
- Send out reference requests as per the standard letter (Doc 7) and questionnaire (Doc 8)
- When inviting candidates for interview, remind them in the letter of the relevant section of the Explanatory Note (Doc 9)
- Include with this letter a Medical Questionnaire and copy of the School Policy on Medical Questionnaires (Doc 10)

DOCUMENT 1

ADVERTISEMENT WORDING TO INCLUDE:

We are committed to safeguarding and promoting the welfare of children and applicants are expected to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Employer Online Service regarding prohibition orders issued by the Secretary of State and the Disclosure and Barring Service (DBS). Highfield and Brookham School are an Equal Opportunities Employer.

DOCUMENT 2

QUESTIONS FOR INCLUSION IN APPLICATION FORM

- Full name:
- Former Surnames (e.g. maiden name or where any previous change of name(s)):
- Date of Birth:
- Current Address:
- National Insurance Number:
- Teaching Posts Only

Teacher Reference Number (TRN)

Do you have Qualified Teacher Status (QTS)?

Notes:

1. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012.
2. Verification of professional qualifications, including Qualified Teacher Status, where appropriate;
3. Verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999);
4. **Where the successful candidate has worked or been resident overseas:** Such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered. **For an EEA teaching candidate:** This shall include the candidate providing the School with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which s/he has worked;

- Education

Please provide a full history in chronological order (with start and end dates) of all education, further education and training you have undertaken and details of all Academic/Vocational qualifications.

Date Attended	School / College / University	Academic and Vocational Qualifications Gained (with date obtained, Grades if appropriate and Awarding Body)

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- Employment Details

Please list in chronological order all employment, self-employment and any periods of unemployment since leaving secondary education. Provide, where appropriate, explanations for any periods not in employment, self-employment or further education/training and in each case reasons for leaving employment.

Dates: To From		Name & Address of Employer	Brief Details of Duties with position held	Reason for Leaving

- Existing Contacts within School

Please indicate if you know any existing employees or Directors at the school, and if so how you know them.

- Referees

Please provide two referees. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one reference must be from the employer by whom you were most recently employed in work with children. **Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends.**

- Declaration

I have not been disqualified from working with children, am not named on the Barred List and am not subject to any sanctions imposed by a regulatory body (e.g. the Teaching Agency or the Secretary of State).

I certify that the information given on this form is true in every respect. I understand that if I am offered a position by Highfield and Brookham School my engagement will be subject to satisfactory references and an Enhanced Disclosure and Barring Service (DBS) check.

Signed Date

The information supplied on this form will be held in accordance with the principles of the General Data Protection Regulation ((EU) 2016/679).

DOCUMENT 3

LETTER/EMAIL IN RESPONSE TO EXPRESSION OF INTEREST

Dear []

Thank you for your expression of interest in [post] at Highfield/Brookham School.

Please find enclosed/attached:

- The application form and explanatory notes about completing the form and the recruitment process.
- A Job Description and where applicable a Person Specification.
- The Highfield and Brookham School Safeguarding and Child Protection Policy and Procedures can be found by clicking on the following link: [Highfield and Brookham Policies](#)

To be considered for the post please return the correctly completed application form no later than []. We expect to be calling candidates to interview in [].

If you have any questions, please do not hesitate to contact me.

Yours sincerely

DOCUMENT 4

APPLICATION AND RECRUITMENT PROCESS

EXPLANATORY NOTE

Application

- Applications will only be accepted from candidates completing the Application Form in full, either downloaded from the School Website or provided with this mailing. Please note: CVs will not be accepted in place of a fully completed application form under any circumstances. Candidates should be 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. Please see Job Description for the post.
- 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. 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.
- If you are shortlisted, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.
- As part of the shortlisting process, the School will carry out an online search on shortlisted candidates as part of its due diligence. This may help to identify any incidents or issues that have happened, and are publicly available online, which the School may want to explore with an applicant at interview. This forms part of the School's wider safeguarding due diligence which aims to prevent and/or deter individuals who may be unsuitable to work with children from working in a school environment.
- Please read the [Highfield and Brookham Safeguarding Policy](#)
- We will seek references on shortlisted candidates and may approach previous employers not listed as referees for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children,

although your duties may not have brought you into contact with children or young persons.

- You should be aware that provision of false information is an offence and could result in your application being rejected or in summary dismissal if you have been appointed and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- All candidates invited to interview must also bring with them:
 - a current driving licence including a photograph or a passport or a full birth certificate to verify identity
 - verification of qualifications/professional qualifications
 - a utility bill or financial statement showing the candidates current name and address
 - where appropriate any documentation evidencing a change of name

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon

- the receipt of satisfactory evidence of a continuing right to work in the UK
- receipt of at least two references, which the School considers satisfactory (one of which must be from your most recent employer and/or most recent employer for whom you worked with children)
- verification of qualifications/professional qualifications (if not already provided)
- a clear check of the Children's Barred List
- a satisfactory Enhanced DBS Disclosure
- Certificate of Good Conduct. Where the successful candidate has lived or worked outside the UK in the last 5 years, we require them to contact the local police force or embassy in that/those countries to obtain a certificate of good conduct

- Completion of a Medical Fitness Declaration Form. The Declaration will be assessed by the School's medical adviser, against the job description and person specification for the role, in order to verify your medical fitness
- Attending Safeguarding and Child Protection Training every 3 years. Advance notice of training dates will be communicated and you will be expected to attend the initial training within the first 6 months of your employment
- The agreement of a mutually acceptable start date and your entering into a contract incorporating the School's standard terms and conditions of employment and any agreement relating to the terms of your occupation of school accommodation
- In the case of the Disclosure and Barring Service check result being delayed, staff may start work as long as a Risk Assessment has been undertaken, a Barred List check taken and close supervision put in place

WARNING

Please note:

- Where the candidate is found to be on the Children's Barred List, or the DBS disclosure shows s/he has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his application; or the subject of serious expressions of concern as to his/her suitability to work with children, the facts will be reported to the Police and/or the DfE Children's Safeguarding Operation Unit
- In the event that following employment, an employee receives any convictions, cautions, court orders, reprimands, warnings, bind-overs or prohibition orders that may affect their suitability to work with children, these must be disclosed to the Head.

DOCUMENT 5

SELF-DISCLOSURE FORM



HIGHFIELD AND BROOKHAM SCHOOL

Self-Disclosure Form for Short-Listed Candidates

Congratulations on being shortlisted. Please return this disclosure to the school **at least one day prior to interview**. If we have not received this, we reserve the right to withdraw the offer of interview.

Post applied for:	Date:
Surname:	Previous name(s) (if any):
Forename (s):	Date of birth
Preferred title:	Teacher Ref. No (if applicable):
National Insurance No:	Date of recognition as qualified teacher, QTS (if applicable):

Highfield and Brookham School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

As you have been shortlisted, you are required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

Please read the information here before answering the following questions. If you are unsure whether you need to disclose criminal information, you should seek legal advice or you may wish to contact Nacro or Unlock for impartial advice. There is more information on filtering and protected offences on the Ministry of Justice website.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/> or email helpline@nacro.org.uk or phone 0300 123 1999

Unlock - <http://hub.unlock.org.uk/contact/> or phone 01634 247350 or text 07824 113848

1. Do you have any convictions or adult cautions that are unspent? Yes / No
If yes, please provide details here
2. Do you have any other cautions or convictions that would not be filtered? Yes / No
If yes, please provide details here
3. Are you included on the DBS children's barred list? Yes / No
If yes, please provide details here
4. Are you included on the DBS adult barred list? Yes / No
If yes, please provide details here
5. (Teaching posts only) Are you, or have you ever been, prohibited from teaching by the TRA or sanctioned by the GTCE? Yes / No / Not applicable
If yes, please provide details here
6. (Management posts only) Have you been prohibited from management of an independent school (s128)? Yes / No / Not applicable
If yes, please provide details here
7. Have you lived or worked outside the UK for more than 3 months in the last 5 years? Yes / No
If yes, please provide details here
8. Are you subject to any sanctions relating to work with children in any country outside the UK? Yes / No
If yes, please provide details here
<p>Please complete the declaration below:</p> <p>I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role.</p> <p>Signed: _____ Date: _____</p>

Please return this form via email to hr@highfieldandbrookham.co.uk

DOCUMENT 6

JOB DESCRIPTION WORDING

[Detailed Job Description here]

The posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School's Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).

DOCUMENT 7

LETTER TO REFEREES

IN CONFIDENCE

INSERT DATE

Dear

RE: *[NAME OF CANDIDATE]*

[Insert Name of candidate] has applied for the position of *[insert job title]* at *[Insert School name]* and has given your name as a referee. I would be grateful if you could complete the enclosed reference form and return it to me at the school, to arrive by *[Insert date]*. *[Insert/delete as necessary]* We will be conducting interviews for this appointment on *[Insert date]* and, in accordance with government guidance on recruitment in schools, we are seeking references prior to interview.]

This guidance, aimed at ensuring safe recruitment, also requires me to ask you a number of detailed questions relating to *[Insert candidate's name]* suitability for the job and for working with children. To assist you, I enclose a copy of the Job Description and Person Specification. I would request that you are as detailed as possible and to ensure that the reference does not contain any material misstatement or omission. You should be aware that the factual content of the reference may be discussed with the candidate.

As part of the school's commitment to safeguarding and promoting the welfare of children, I also need to ask you to provide me with information relating to *[Insert candidate's name]* disciplinary record and any allegations that have been made against them.

Thank you for your help and assistance in this matter and I look forward to hearing from you shortly.

Yours sincerely,

DOCUMENT 8

HIGHFIELD AND BROOKHAM SCHOOL

**CONFIDENTIAL REFERENCE FOR *[Insert CANDIDATE'S NAME]* FOR THE POSITION OF
*[Insert JOB TITLE]***

BACKGROUND	
How long have you known the candidate and in what capacity?	
PERSONNEL MATTERS	
Candidate's current position	
Dates of the candidate's employment with you (month and year.)	From: To:
The candidate's reason for leaving your employment	
Extent of candidate's current duties	
During his or her employment did the candidate perform his or her duties to your satisfaction?	

<p>If you were dissatisfied, please explain the reasons for your dissatisfaction.</p>	
<p>During his or her employment did the candidate present him or herself professionally with colleagues and those he or she dealt with?</p>	
<p>Current Salary</p>	
<p>Sick leave: How many days was the candidate off work sick over the last 2 years?</p>	
<p>Do you believe that the candidate is physically and mentally fit to work in a school environment? If not, please elaborate, including where appropriate any reasonable adjustments that were made during employment to enable the candidate to perform his/her duties.</p>	
<p>SUITABILITY FOR POST</p>	
<p>Do you believe that the candidate has the ability and is suitable to undertake this position?</p>	
<p>What makes the candidate particularly suitable for this position?</p> <p>If you do not consider the candidate to be suitable, please elaborate.</p>	

SUITABILITY TO WORK WITH CHILDREN	
Are you completely satisfied that the candidate is suitable to work with children?	
If you are not satisfied, what are your concerns and the reasons why you think the candidate might not be suitable?	
DISCIPLINARY RECORD AND CHILD PROTECTION CONCERNS	
Has the candidate been subject to any disciplinary procedures where the disciplinary sanction is still current? If so please give details.	
Has the candidate been subject to any disciplinary procedures relating to the safety and welfare of children or young people including anywhere the disciplinary sanction has expired or where the allegation was unfounded and/or no disciplinary sanctions were imposed? If so, please give details. If the candidate's role involved no contact or responsibility for children or young persons please answer Not Applicable.	
Have there been any allegations or concerns expressed about the candidate during his or her employment that relate to the safety and welfare of children and young people? If so please give details, including whether the allegation or concern was investigated, the outcome and how the matter was resolved. If the candidate's role involved no contact or responsibility for	

children or young persons please answer Not Applicable.	
<p>Have there been any concerns about the candidate's behaviour towards children or young people?</p> <p>If so please give details, including the outcome of those concerns and how the matter was resolved.</p> <p>If the candidate's role involved no contact or responsibility for children or young persons please answer Not Applicable.</p>	
<p>Are you completely satisfied that the candidate is not involved in "extremism" (being vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs)?</p>	
<p>If not, please give specific reasons for your concerns.</p>	
<p>Would you re-employ the applicant? Yes []</p> <p>No []</p>	

Signed:

Print Name:

Position:*

Date:

Telephone number:

* If this reference is from a nursery / school / college and has not been completed by the Headteacher, please can it be countersigned by them:

Headteacher name:	
Headteacher signature	
Date:	

DOCUMENT 9

LETTER OF INVITATION TO INTERVIEW

Dear []

Thank you for your application for the post of []. We would like you to come for an interview here [details].

As you are aware this post involves responsibility for and/or working with children and necessitates strict child protection screening. I would therefore ask you read the enclosed Explanatory Note and in particular, the section headed Invitation to Interview. I would also ask that you read the Highfield and Brookham School Safeguarding and Child Protection Policy and Procedures that is also enclosed. (If not already provided by email).

I look forward etc.

DOCUMENT 10

HIGHFIELD AND BROOKHAM SCHOOL MEDICAL DECLARATION POLICY FOR STAFF

Highfield and Brookham School take their child protection and other legal responsibilities very seriously. Any offer of appointment to a successful candidate will be conditional upon the satisfactory completion of those pre-appointment checks that are prescribed by the law. This includes a medical check that confirms a teacher's mental and physical fitness to teach and fitness to carry out the duties of the post for which they are applying.

We are an equal opportunities employer and welcome applications from all candidates. All candidates offered employment are asked to complete identical pre-employment Medical Declarations. The Declaration will be assessed by the School's HR Manager, against the job description and person specification for the role, in order to verify your medical fitness.

All candidates offered a teaching post, or one of the key non-teaching staff posts; the Bursar, Estate Manager etc., may also be asked to obtain a letter of medical clearance from their own GP before their appointment is finalised, if this is a recommendation of the School's HR Manager.

Candidates should bear in mind that the law provides that they must consent before a medical report can be obtained from their *own* doctor for employment purposes, and that they are entitled to see their report. (The school will meet any costs of the medical examination).

An example of our confidential pre-employment Medical Declaration is attached. All completed Declarations are returned to the HR Department and are stored securely in personnel files. Access is restricted to the HR Manager / HR Administrator, who will advise the Headmaster/Headteacher on the appropriateness of confirming the appointment. Thereafter, they will form part of an employee's medical records and will not be disclosed to any third party. Medical records are securely destroyed after an individual leaves the employment of the school.

HIGHFIELD AND BROOKHAM SCHOOL

MEDICAL DECLARATION Part 1 CONFIDENTIAL

STRICTLY

Our health standard requires you to show that you can give regular and effective service without risk to yourself and the children attending the school. In order to do this, we ask you to provide details of your health.

In accordance with the General Data Protection Regulation, the legal basis for us processing this data is to comply with health & safety law and because it is necessary for performance of rights and obligations in connection with employment, in particular our obligation not to discriminate on grounds of disability and to make reasonable adjustments (where necessary).

TITLE:	SURNAME:	FIRST NAMES:
ADDRESS:	TEL.NO: MOBILE: E-MAIL:	DATE OF BIRTH: AGE: SEX:
Post for which you are applying:		
Name and Address of your GP:		
Tel.No:		

You are asked to indicate whether you currently have or have ever had any of the following medical conditions:

	Y	N
Epilepsy, fits, blackouts, fainting turns or unexplained loss of consciousness		
Head injuries leading to loss of consciousness requiring hospital admission		

Recurrent headache or migraine		
Disease of the nervous system e.g. neuritis, stroke, MS		
Injury or surgery to your eye/s including laser eye surgery or any other type of refractive surgery		
Any visual defect e.g. scotoma, blindness, night blindness, colour blindness, reduced visual field, blurred vision or detached retina		
	Y	N
Any eye disease or conditions such as glaucoma or retinitis pigmentosa		
Ear infection discharge, tinnitus, a hearing defect including deafness		
Vertigo, dizziness, giddiness, problems with balance		
Chest pain, angina, heart disease or breathlessness		
Varicose veins or circulation problems		
Rheumatic Fever		
Raised or low blood pressure		
Any blood disorder		
Asthma, bronchitis, emphysema, pleurisy, pneumonia or any other lung disease including TB or pneumothorax disorder		
Recurrent nausea, dyspepsia, heartburn, indigestion or hiatus hernia		
Gastric, duodenal or peptic ulcer		
Irritable bowel syndrome		
Inflammation of the bowel including Crohn's Disease, ulcerative colitis, bleeding from rectum or diarrhoea lasting more than one week		
Jaundice or any other form of hepatitis or liver problem		
Any other abdominal complaint including hernia		
Kidney Stones		
Recurrent kidney or urinary tract infection e.g. cystitis and urethritis		
Blood in urine		
Any other kidney or bladder conditions		
Any problems with bones or joints including back, knee, sciatica, any fracture, or recurrent dislocation of a major joint		
Have you ever consulted an orthopaedic surgeon, chiropractor, osteopath or physiotherapist		
Have you been diagnosed as having arthritis, gout, chondromalacia patellae or rheumatism		

Psoriasis, eczema, allergic skin rash or other skin disease		
Any metabolic disorder including diabetes, thyroid and adrenal gland disease or other glandular disorder		
Any infectious diseases (apart from childhood illnesses) including sexually transmitted disease or tropical disease		
Anxiety/depression, phobias, mental breakdown or stress related		
Any other mental illness		
Any eating disorder e.g. anorexia nervosa or bulimia		
Substance misuse (e.g. drugs, steroids)		
Any allergies including hay fever		
Any operations or surgical procedures		
Any malignancies or cancers		
Any unexplained weight loss in the past year		
Current treatment. Are you currently attending a hospital/GP for treatment or waiting for an appointment?		

Immunisation Status

Have you ever been immunised against the following? Please give year.

Tetanus	Yes	..	No	..
Polio	Yes	..	No	..
BCG (Tuberculosis)	Yes	..	No	..
Diphtheria	Yes	..	No	..
Hepatitis B				
1 st Injection	Yes	..	No	..
2 nd Injection	Yes	..	No	..
3 rd Injection	Yes	..	No	..

Has your blood test confirmed immunity to Hepatitis B? Yes .. No

Declaration

The information I have provided is accurate and I have not withheld any details. I understand that the giving of false information or withholding information could subsequently result in my dismissal.

I will notify you immediately if any of my answers change on my completed form.

I do/do not consent to my GP to disclose relevant information in accordance with the Access to Medical Records Act 1988.

I do/do not wish to see my GP comments before the form is returned.

I confirm that I am willing to undergo a pre-employment medical examination with my GP, if required.

I acknowledge that I have been notified of the reasons why the School wishes to process information about my health from my GP and the legal basis for doing so under the General Data Protection Regulation (as set out above).

Signature of Applicant:.....

Date:.....

Continued overleaf

HIGHFIELD AND BROOKHAM SCHOOL

MEDICAL DECLARATION Part 2 CONFIDENTIAL

STRICTLY

1) Have you been unavailable for work for medical reasons for one or more periods of more than three weeks duration in the last 5 years Y/N

If yes, please give details of each absence of more than 3 weeks duration:

2) How many days in total have you been unavailable for work for medical reasons in the past year?

3) Are you receiving or have you recently received medical attention, or taken any medicine or drugs which might affect your capacity to do the job for which you have applied or to work safely?

Y/N

If yes, please give details:

4) Do you have any illness, allergy or other condition (see note below) which might affect your suitability for employment in the position for which you have applied, or which might affect your ability to work safely? *Examples of illness relevant include: vision deficiencies, heart or artery disorders, diabetes, chronic infection, epilepsy, fits, fainting, blackouts, giddiness, back trouble, arthritis, chest complaints, alcohol related illness.*

Y/N

If yes please give details:

The information supplied on this form will be held in accordance with the principles of the General Data Protection Regulation ((EU) 2016/679).

I certify to the best of my knowledge and belief that my answers to this questionnaire are correct and I have not withheld any relevant information.

Signature of Applicant..... Date