



Policy Title: Safer Recruitment Policy Statement	Reviewed: February 2026
School Section: Whole School	Reviewers: HR /DSL
Audience: Governors	Revision: 2.9

[SAFER RECRUITMENT POLICY STATEMENT \(see Recruitment, Selection and Disclosures Policy\)](#)

Introduction

This document sets out the duties and responsibilities of all staff at Woodhouse Grove School (which includes Bronte House) in relation to recruiting and vetting staff, contractors or volunteers and for maintaining a safe learning environment, including the process for dealing with allegations of abuse against staff or visitors. We will comply with Safer Recruitment best practice 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, 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 Service (DBS).

We have a duty to ensure that all supply agencies and many contractors supplying services to the school also use Safer Recruitment techniques.

Context

Experience shows the importance of organisations that provide services to children operating recruitment and selection procedures and other Human Resources (HR) management processes that help deter, reject, or identify people who might abuse children, or are otherwise unsuited to work with them. Making safeguarding and promoting the welfare of children an integral factor in HR management is an essential part of creating safe environments for children and young people.

The measures described in this policy will be applied in relation to everyone who works at Woodhouse Grove School including those who may not have direct contact with children as a result of their job, but nevertheless will be seen as safe and trustworthy because of their regular presence in the setting. This includes workers not on the payroll who may have unsupervised access to pupils, e.g. staff employed by contractors, and some unpaid volunteers.

This policy is not a comprehensive guide to recruitment and selection or employment issues. It does not cover all the issues relevant to that subject. It is not a substitute for training in those areas, or in interviewing and assessment techniques. Staff who recruit and select staff and volunteers will need appropriate training as well as support and advice from the Leeds Safeguarding Children's Partnership's (LSCP)'s Education Safeguarding Team to ensure their practice satisfies the requirements of Employment Law.

Aims and Objectives

The aims of the Safer Recruitment policy are to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of the School's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;



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- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- 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, the Prevent Duty Guidance for England and Wales and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- 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.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE and Prevent Duty Guidance).

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process

Safer Recruitment Training

Safeguarding Children and Safer Recruitment in Education requires that the Headmaster and at least one Governor must have completed Safer Recruitment training. All formal interviews will have a panel of at least two people chaired by the respective Headmaster or another designated senior member of staff. It is recommended best practice that at least one person on the appointment panel will have undertaken safer recruitment training

Mr James Lockwood	Headmaster, Woodhouse Grove School
Mrs Sarah Chatterton	Headmistress, Bronte House School
Mrs Emma Nulty	Deputy Head (Pastoral)
Mrs Vanessa Bates	Finance & Operations Director
Mrs Sam Cadman	Director of Marketing & Commerce
Miss Shiela Bano	Head of HR
Mrs Amy Snow	HR Officer
Mrs Jayne Abson	HR Officer
Mrs Hannah Boggie	Events, Lettings and Operations Manager



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Elements of Safer Recruitment

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the process. It starts with the process of planning the recruitment exercise and, where the post is advertised, ensuring that the advertisement makes clear our commitment to safeguarding and promoting the welfare of children. It also requires a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants. Main elements of the process include:-

- ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children;
- ensuring that the person specification includes specific reference to suitability to work with children;
- ensuring that at least 2 people are involved in shortlisting and scrutinising application forms e.g. Line Managers and HR are shortlisting against the JD/PS;
- obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies;
- obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns;
- a face-to-face interview that explores the candidate's suitability to work with children as well as his or her suitability for the post;
- including a method of assessing a candidate's suitability for the role such as lesson planning & delivering;
- verifying the successful applicant's identity;
- verifying that the successful applicant has any academic or vocational qualifications claimed, if relevant to the role e.g. Degree if relevant and skilled worker qualifications (Nurse, plumber etc)
- checking his or her previous employment history and experience;
- to check any concerns relating to Preventing Extremism and Radicalisation (see separate policy). To raise concerns with the DSL if the interviewer believes that the applicant is 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? Extremism also includes calls for the death of members of our armed forces, whether in this country or overseas.
- verifying that the successful candidate has the health and physical capacity for the job;
- the mandatory check of the DBS Children's Barred list and an Enhanced Check for Regulated Activity or an Enhanced DBS Check (whichever is appropriate) via the DBS.
- The successful candidate will be required to have overseas checks carried out if they have lived abroad within the last 10 years
- An online check will be carried out to ensure candidate is suitable for the role. Completion of a signed Staff Disqualification Declaration Form showing the individual is not disqualified from providing Childcare (Disqualification) Regulations 2009 (for those working with children up to the age of 8 or those involved in the management of this facility)
- With effect from 2/9/2013, teachers are also checked against the TRA Prohibited List (formerly NCTL).



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- 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 Governors, Senior Management Team and teaching Heads of Department (with effect from 5/1/2015).

N.B. It is important not to rely solely on criminal record and the DBS Children’s Barred List check to screen out unsuitable applicants. Those checks are an essential safeguard, but they will only pick up those abusers who have been convicted, or have come to the attention of the police, or who have been listed. Many individuals who are unsuited to working with children will not have any previous convictions, and will not appear on the DBS Children’s Barred List. (Note – the 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 at the Disclosure & Barring Service website www.gov.uk/dbs.)

For all recruitment at Woodhouse Grove School, we will use the Recruitment and Appointment Checklist at Appendix 1 to ensure each stage of the process is signed off and the checklist will be stored in the successful candidate’s personal file as a permanent record of compliance. Completion of this checklist will fulfil the statutory requirement to maintain a record of the recruitment and vetting checks which have been undertaken as specified in this guidance.

Policy statement

“Woodhouse Grove School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.”

The statement above should be included in:

- Publicity materials
- Recruitment websites
- Advertisements
- Candidate information packs
- Person specifications
- Job descriptions
- Competency frameworks
- Induction training

Interviews

The selection process for people who will work at Woodhouse Grove School should always include a face-to-face interview even if there is only one candidate. A method of assessing a candidates suitability for the role should be carried out, for example, reading a book to the children At the interview, the identity of the successful candidate will be checked thoroughly to ensure the person is who he or she claims to be. The successful candidate will be required to complete an online application for an Enhanced Check for Regulated Activity or an Enhanced DBS Check as soon as possible thereafter and will be asked to produce documentary evidence of their identity that will satisfy DBS requirements. Where



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there are gaps in employment history, it will be questioned at the interview and additional notes will be made as well as follow ups if appropriate.

Involving Pupils and Students

We are committed to involving pupils and students in the recruitment and selection process where appropriate. This may be by student panel, lesson observation or group activities, for example:-

A prospective Head of Department may be asked to teach a class/run a student workshop.

Conditional offer of Employment – pre-employment checks

An offer of appointment to the successful candidate should be conditional upon:-

- the receipt of at least two satisfactory references (if those have not already been received – see below);
- verification of the candidate’s identity (if that could not be verified at interview);
- a check of the DBS Children’s Barred List and a satisfactory Enhanced Check for Regulated Activity or an Enhanced DBS Check, whichever is appropriate;
- criminal self declaration form
- an online check to ensure there are no safeguarding concerns
- All academic staff are also checked against the TRA Prohibited List (formerly NCTL) (including applicants who have previously worked as a Teacher or Coach and those who will work in these roles).
- For staff who are appointed to a managerial position, a check is made against Section 128 of the Education & Skills Act 2008 (Prohibition from taking part in the management of an Independent School).
- Completion of a Staff Disqualification Declaration (for those members of staff working with the Under 8’s)
- verification of the candidate’s medical fitness;
- verification of qualifications (if not verified at interview);
- verification of professional status where required e.g. TRA registration (formerly NCTL), QTS status (unless properly exempted), NPQH;
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and
- (for non-teaching posts) satisfactory completion of the probationary period.

NB In any case where a reference has not been obtained on the preferred candidate before interview, Human Resources must ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person’s appointment is confirmed.

All checks should be:

- confirmed in writing;
- documented and retained on the personnel file (subject to relevant advice contained in the DBS



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- Code of Practice and our own Data Protection arrangements), and
- followed up where they are unsatisfactory or there are discrepancies

Post Appointment: Induction

There will be an induction programme for all staff and volunteers newly appointed to Woodhouse Grove School, including teaching staff, regardless of previous experience. The purpose of induction is to:

- provide training and information about our policies and procedures;
- support individuals in a way that is appropriate for the role for which they have been engaged;
- issue and go through a copy of the Staff Code of Conduct;
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The induction programme will include information and written statements of:

- policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti-racism, physical intervention or restraint, intimate care, internet safety and local child protection and safeguarding procedures;
- safe practice and the standards of conduct and behaviour expected of staff and pupils at Woodhouse Grove school;
- how and with whom any concerns about those issues should be raised; and
- other relevant personnel procedures e.g. disciplinary, capability and whistle-blowing

Child Protection induction training, including discrete INSET for NQTs, is available from LSCP Schools' Education Safeguarding Team on team on 0113 3951211.

Recruiting & Vetting Checks

See also

Keeping Children Safe in Education –
Safeguarding Vulnerable Groups Act 2006/2007
Disclosure and Barring Service (www.gov.uk/dbs)

All staff appointments to Woodhouse Grove School will be subject to an Enhanced check for Regulated Activity from the Disclosure and Barring Service (a DBS check) in line with current legislation. This requirement will also apply to all supply staff, volunteers visiting the school regularly and/or having unsupervised contact with our pupils and some contractors. Where a volunteer is not supervised at all times, an Enhanced DBS Check will be carried out.

An employee or volunteer's DBS check will be renewed if there is cause to believe that they may no longer be a suitable person to work in an educational setting. We expect all staff to notify the Headmaster or Finance & Operations Director or Human Resources of any cautions or convictions accrued whilst in the



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employ of this school.

We will ensure that all adults – whether employees or volunteers – involved in overnight or residential activities have a current Enhanced Check for Regulated Activity.

The Single Central Record

We will also make all other recruitment checks as outlined earlier and will keep a single central record as described in DCSF guidance (see appendix 2). The single central record will include all employees, supply staff, relevant contractors, Governors and volunteers. The central record must indicate whether or not the following have been completed:

- Identity checks;
- A Barred List Check
- An Enhanced DBS Check
- A Prohibition from Teaching Check
- A Prohibition on Participation in Management Check (Section 128)
- A Staff Disqualification Declaration Check (those working with under 8's)
- Further checks on people living or working outside the UK
- A check of professional qualifications, and
- A check to establish the person's right to work in the UK

Supply Staff

Woodhouse Grove School will expect supply agencies to comply with 'Safer Recruitment' techniques and we will seek written confirmation from each agency to this effect. We will require the DBS disclosure reference for each agency worker in order that this can be recorded on the single central list. In addition, we will seek to verify the identity of each agency worker when they arrive on site and these checks will also be recorded.

Dealing With Allegations of Abuse Against Staff and Volunteers

See also

Keeping Children Safe in Education <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

'Working Together to Safeguard Children'

Dealing with allegations of abuse against teachers and other staff

Leeds LSCP procedures (www.leedscp.org.uk)

Woodhouse Grove Safeguarding & child Protection Policy

It is essential that any allegation of abuse made against a teacher or other member of staff or volunteer is dealt with fairly, quickly, and consistently, in a way that provides effective protection for the child, and at the same time supports the person who is the subject of the allegation.

This section outlines how we will manage concerns that might indicate that a person is unsuitable to continue to work with children in their present position, or in any capacity. It should be used in respect of



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all cases in which it is alleged that a teacher or member of staff (including a volunteer) in our school has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Any adult in school, if they receive an allegation against another member of staff/visitor, or if they themselves have concerns about the behaviour of another adult, must report their concern straight away, normally to the Headmaster. In cases where the Headmaster is the subject of the allegation or concern, this must be reported to the Governor with responsibility for Child Protection and the Chair of Governors. The Headmaster or, where relevant, the Chair of Governors, will immediately contact the Local Authority Designated Officers (LADO) – Claire Ford or Carolyn Hargreaves on telephone: 0113 3789687.

Supporting those involved

Parents or carers of a child or children involved should be told about the allegation as soon as possible if they do not already know of it (subject to agreement by the LADO). They should also be kept informed about the progress of the case, and told the outcome where there is not a criminal prosecution, including the outcome of any disciplinary process. Please note that the deliberations of a disciplinary hearing, and the information taken into account in reaching a decision, cannot normally be disclosed, but the parents or carers of the child should be told the outcome.

We will also keep the person who is the subject of the allegations informed of the progress of the case and consider what other support is appropriate for the individual. If the person is suspended, we will also keep the individual informed about developments at school. If the person is a member of a union or professional association s/he should be advised to contact that body at the outset.

Confidentiality

Every effort should be made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

Resignations and Settlement Agreements

The fact that a person tenders his or her resignation, or ceases to provide their services, must not prevent an allegation being followed up in accordance with these procedures. It is important that every effort is made to reach a conclusion in all cases of allegations bearing on the safety or welfare of children, including any in which the person concerned refuses to cooperate with the process.

“Settlement Agreements” by which a person agrees to resign, the school agrees not to pursue disciplinary action, and both parties agree a form of words to be used in any future reference, **must not** be used in these cases. In any event, such an agreement will not prevent a thorough police investigation where that is appropriate. Nor can it override the statutory duty to make a referral to DBS where circumstances require that.



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Retention of Data for Successful Applicants/Candidates

All application forms, shortlisting grids, interview notes and any other documentation used during the recruitment process will be securely retained on the individual's personnel file. This information forms part of the employee's personal record and ongoing employment history.

The personnel file will normally contain the following information:

- Application form
- Documentation relating to the recruitment process (e.g. interview notes, correspondence and other relevant records)
- Offer letter
- Pre-employment vetting documentation, including:
 - Photographic identification
 - Disclosure details (not the full certificate, except for short-term retention as required)
 - Completed Self Disclosure Form
 - Evidence of the right to work and remain in the UK, where applicable
- Copies of original vocational and/or academic qualification certificates, where applicable
- Two satisfactory references
- Confirmation of online searches undertaken
- Confirmation of satisfactory medical form
- Copy of contract of employment
- Any other relevant employment documentation generated during the individual's period of service

Where allegations made against a candidate are found to be malicious or false, details will be removed from the personnel record unless the individual provides consent for their retention.

Information relating to all other allegations, including low-level concerns, will be retained in accordance with statutory guidance issued by the Department for Education (DfE).

Personnel records will be retained for a minimum of six years following termination of employment. Where an employee has been subject to allegations, records will be retained at least until the individual reaches normal retirement age or for a period of ten years from the date of the allegation, whichever is longer.



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Allegation Procedures for Candidates/New Starters

Initial Considerations

The procedures need to be applied with common sense and judgement. In rare cases allegations will be so serious as to require immediate intervention by children's social care and/or police. Others that meet the criteria in paragraph 5.1 may seem much less serious and on the face of it will not warrant consideration of a police investigation, or enquiries by children's social care. However, it is important to ensure that even allegations that appear less serious are seen to be followed up and taken seriously, and that they are examined objectively by someone independent of the school. Consequently, the local authority designated officer (LADO) will be informed of all allegations that come to our attention and appear to meet the criteria above, so that s/he can consult police and social care colleagues as appropriate.

The Headmaster should inform the accused person about the allegation as soon as possible. However, where a strategy discussion is needed, or police or children's social care may need to be involved, the Head will not do that until those agencies have been consulted, and have agreed what information can be disclosed to the person.

[Please refer to the Disciplinary Policy for further details](#)

References and useful websites

- Disclosure & Barring Service www.gov.uk
- Safeguarding Children Partnership procedures www.leedsscp.org.uk
- Safeguarding and Child Protection policy
- Staff Code of Conduct Policy
- Staff Recruitment and Selection Policy
- Keeping Children Safe in Education
- Staffing Guidance www.gov.uk
- The Office for Standards in Education (Ofsted) www.ofsted.gov.uk
- Working Together to Safeguard Children
- Dealing with allegations of abuse against teachers and other staff (DfE 2011)

RECRUITMENT AND APPOINTMENT CHECKLIST

Name: _____ Job Title: _____ School: _____

Start Date: _____ Teacher No: _____ Date of Birth: _____

ACTION		TICK AND DATE	SIGNATURE
Self-Disclosure Form		Online Check complete	
Two references requested			
Two written references received		1. 2.	
Reference Authenticity		1. 2.	
Right to Work (Passport) & Identity Check			
Qualification Check (where relevant to role)			
Interview Record / Employment History Check (including gaps) Check activity during Covid-19.to delete			
Barred List Check (only needed in specific circumstances)			
DBS Check for Regulated Activity Date sent online application email: Date HR submitted online:		Date HR viewed Online: Cert No: Issue Date: Date seen hard copy certificate: Signed to agree to join Update Service:	
DBS Update Service		Date Checked:	
Overseas/EEA Check		For Overseas check only: Letter of professional standing from regulating authority	
TRA (previously NCTL) Prohibition from Teaching (Teaching Staff or former Teaching staff only)	QTS Check		
Prohibition on Participation in Management (S128) (for mgmt role, or previously in mgmt role)			
Staff Disqualification Declaration (Under 8's only)			
Offer Letter		Date Sent:	Date Received:
Personnel Forms incl Health Form, Employee Form		Date Sent:	Date Received:
Policies (KCSIE and Policy Acceptance Sheet)		Date Sent:	Date Received:
Contract of Employment		Date Sent:	Date Received:
Staff Handbook (Teachers online, Support Staff – DocuSign)			
Email request for Safeguarding training		Date Sent to DSL:	

Risk Assessment					
Statutory Induction for Teachers					
ADDED TO SCR (iSAMS)		PHOTO TAKEN		ADDED TO ONLINE TRAINING	

Pre-employment Checks Complete: File signed off by:

Date:

Pre Interview Checklist

Post _____

Name _____

Date _____

Pre Interview checklist	Initials	Date
Pre-interview:		
Planning - Timetable decided: job specification and 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 (where appropriate) Advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked		
Applications on receipt - Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short-listing		
Short-list prepared by at least two people		
Criminal/Suitability self Disclosure – sent to candidate and returned prior to interview (wet signature to be obtained)		
References – seeking Sought directly from referee on short-listed candidates; ask recommended specific questions; including reason for leaving; include statement about liability for accuracy		
References – on receipt Must be from a person with relevant authority – if a school must be provided or confirmed by the Head. Contact made with provider of reference to confirm authenticity. Content checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with referee and/or applicant (at interview if possible)		

(Digital references must be followed up to ensure the source is legitimate)		
Invitation to interview - Includes all relevant information and instructions and the self-disclosure form.		
Interview arrangements - At least two interviewers; both of whom were involved in the short listing; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards		
Interview - Explores applicants' motives for applying, suitability for work with children as well as for the post		
Criminal self-disclosure – Completed self-disclosure is seen by the member of the panel who is safer recruitment trained & any relevant information discussed with candidate at interview. Any concerns to be highlighted to HR and HR to will then discuss with candidate at interview.		
Note: 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		

Each of the following activities is teaching work: planning and preparing lessons and courses for pupils, delivering* lessons to pupils; assessing the development, progress and attainment of pupils; and reporting on the development, progress and attainment of pupils.

* “delivering” includes delivering lessons through distance learning or computer aided techniques. The activities specified above are not teaching work for the purposes of the Regulations if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher(2) or other person nominated by the head teacher to provide such direction and supervision.

APPENDIX 2

SINGLE CENTRAL RECORD

First Name	Surname	Post Title	DOC	CRB/DBS	Barred List	O/seas / EEA Check	Staff Disqualification Declar	NCTL Prohibition List	Prob. Mgmt S.128	Pers File	Ref Verif	Emp Hist	Qual Verif	Rt To Wk	CV/ Apl Fm	Health Form
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