



Emanuel School

APPLICATION PACK

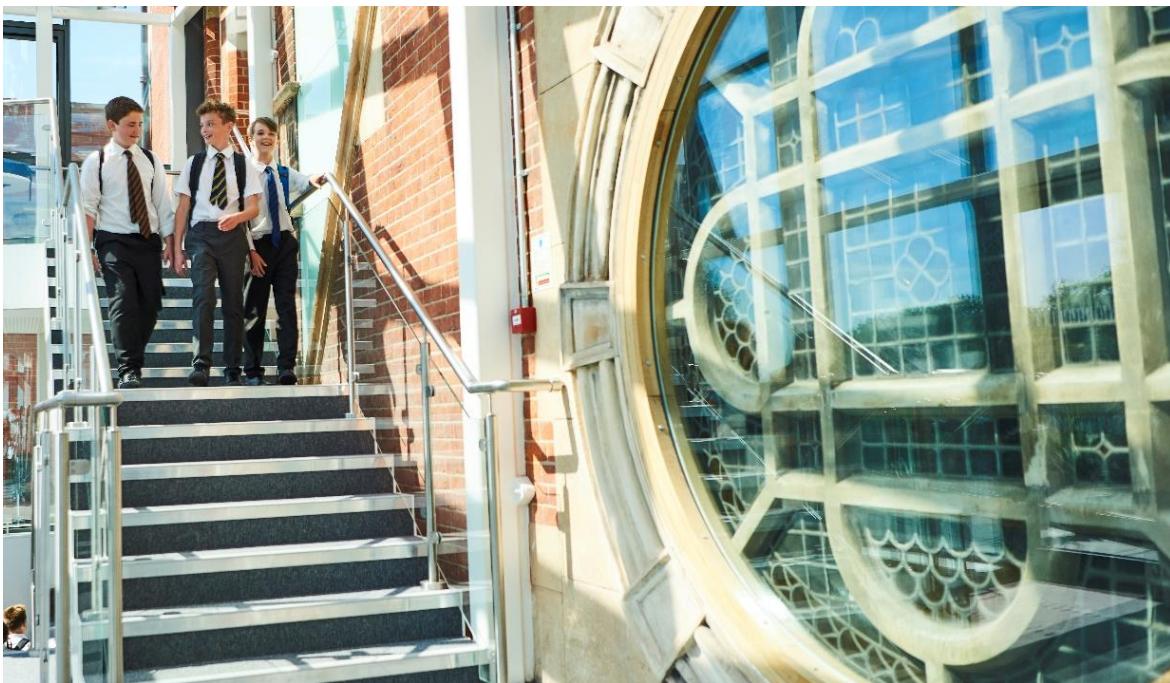


BOATHOUSE MANAGER

Emanuel School is a co-educational independent day school in Wandsworth, with c950 pupils from age 10 to 18. Combining academic ambition with a broad programme of co-curricular activities, we pride ourselves on developing our pupils into high achieving young adults; people who will make a positive contribution to the wider world.

As a school, our aims are:

- Promoting independent thought and a lifelong curiosity for learning
- The pursuit of academic ambition
- Providing a broad-based education enabling all pupils to discover their strengths, develop their individual talents and prepare for higher education and adult life
- Providing supportive pastoral care that nurtures health and well-being, emotional maturity and spiritual richness
- Engendering respect, tolerance and understanding of the importance of caring for others and the environment



Dear applicant,

Thank you for downloading this information pack for role of **Boathouse Manager** at Emanuel School. I hope that the information provided here will help you with your application, and give you a good flavour of our school. I am very proud of the educational offering at Emanuel, and hope that you will want to be part of our academic, sporting and creative achievement.

We are looking for someone to manage our boathouse operations by providing excellent rowing support services and responsive, practical maintenance, as well as managing the health and safety of rowers and staff.

In this pack you will find:

- An introduction to Emanuel School
- Our commitment to safeguarding and the welfare of pupils
- Information about the rowing team
- Job description – Boathouse Manager
- Person specification – Boathouse Manager
- Information about recruitment at Emanuel School

In addition to this pack you should have received our application form and equal opportunities monitoring form. Please return both forms (along with a CV if you wish) to recruitment@emanuel.org.uk by 12 noon on Wednesday 22 May 2019.

I hope that this pack gives you a good idea of the kind of school that you will be joining, if you are successful in your application for the Boathouse Manager role.

Yours faithfully

Robert Milne
Headmaster

AN INTRODUCTION TO EMANUEL SCHOOL

Emanuel School is a community of altruistic and aspirational young people and staff, showing kindness and respect to all, with a concern for pupil wellbeing at our core. We are an academically selective school offering a broad curriculum and an excellent preparation for life. Over 70% of pupils leave for higher education progression with places at Russell Group universities and Oxbridge. We also offer exceptional provision in the arts and sports, and every year students from Emanuel gain places at the top drama schools, music colleges and art colleges. Emanuel pupils are frequently selected to play in the National Youth Orchestra and to sing in the National Youth Choir. Our pupils win places at the top specialist art and drama colleges and go on to land major parts in the West End or in films and television.

Emanuel is a very popular school with far more pupils applying for places than we have spaces to offer. All staff at the school participate and take pride in our communications and the admissions process, helping the core team to reach out to, identify and select the diverse, talented and friendly pupils who join us each year.

Although our academic standards are rising, we believe that success comes in many different forms and seek out pupils with a talent in music, art, drama and sport. To this end we offer more scholarships in sport, art, music and drama than any other school in London, and this makes us unique. As a consequence, our art, music and drama departments are outstanding and we punch well above our weight in our four chosen major sports (netball, rugby, rowing and cricket). This gives us an exciting mix and gives Emanuel that distinctive “buzz” which many people notice when they come to visit us. We also have a sibling policy which encourages brothers and sisters to come to this school (about one third of the pupils here are siblings). Again this gives the school a very special, family feel.



As an independent school we are not obliged to follow the National Curriculum, although we tend to follow it fairly closely in most subjects. To ensure that our pupils are stimulated and extended, we aim to teach “beyond the syllabus”. We offer GCSEs, IGCSEs and A levels at Emanuel. We do not offer any vocational awards or the IB or the Pre U and have no plans to do so.

We ensure that, as well as the best possible qualifications, our pupils leave us equipped with the transferrable skills that they will need for the future which will enable them to work independently, organise themselves effectively, research, analyse, evaluate, communicate and debate. At Emanuel we are always striving to find new ways to deliver our educational programme. For example, we were one

of the first schools in the UK to introduce leadership training to all pupils in years 9, 10 and 11 and the lower sixth as an integral part of the curriculum. It focuses on personal awareness and growth, building effective relationships, motivation and developing leadership skills, all of which will give our pupils the confidence to contribute to the wider community. This is training for life.



We have excellent facilities for pupils and staff. As well as the main school site in Wandsworth, we have a boat house in Barnes and playing fields in Raynes Park to support our busy programme of activities. In sport our pupils regularly achieve distinction at county, regional, national and international level in netball, rugby, cricket and athletics. In rowing, one of our most popular sports, we have won the schools' Head of the River race eleven times. We have produced Oxford and Cambridge blues and over fifty international oarsmen and women.



Our co-curricular programme offers breadth and depth. We promote the Duke of Edinburgh's award, because it offers valuable training in self-reliance as well as fostering a spirit of service to others. There are regular rugby, netball and rowing tours, music tours, geography and history field trips all over the world and a foreign language exchange programme. Pupils have opportunities to explore the capital's museums, galleries, exhibitions and theatres, so conveniently on our doorstep. Our drama students take productions to the Edinburgh Festival. We challenge the organisation and leadership skills of our pupils – whether it is scheduling their work, mentoring other pupils, managing House activities or setting up and running a company in the vibrant Young Enterprise scheme.

The current gender balance for pupils is approximately equal. A recent survey showed that 70% of our pupils live within a 5-mile radius of the school. Our primary catchment area includes Battersea, Clapham, Wandsworth, Wimbledon, Putney, Fulham, Chelsea, Kensington and Westminster, with an increasing amount of pupils coming from further afield. Although this is a fee paying school, there are some pupils whose parents pay no fees at all due to our generous scholarship and bursaries fund (currently 17 students are on fully funded places) and 25% of pupils receive fee remissions of some type.

Our starting point at Emanuel is to create a happy, safe and caring community – a place where girls and boys can grow and thrive.

We are delighted to have so many talented pupils here as it makes Emanuel such an exciting and rewarding place to be.

SAFEGUARDING AND WELFARE OF PUPILS

Overview

Emanuel School is committed to safeguarding the welfare of children in our care. We seek to do this by providing a caring, positive, safe and stimulating environment which promotes

the social, physical and moral development of each pupil in the school, taking into account the child's age, characteristics and needs.



We are determined to take all reasonable measures to address concerns about pupil welfare and to ensure that risks of harm to children's welfare are minimised. To this end, we are committed to ensuring good levels of communication between staff, pupils, parents, agencies, police and support services provided by statutory and voluntary agencies, including Social Services. We recognise that confidentiality must wherever possible be respected in all matters relating to child protection.

Staff

We carry out checks on all staff, including references from previous employers, verification of identity and qualifications and a satisfactory disclosure from the Disclosure and Barring Service, before they take up an appointment in order to comply with existing legislation and guidance. We have procedures to deal with allegations made against staff.

The school has a small team of teachers with designated child protection and safeguarding responsibilities. These include making contact with Social Services should there be a significant concern, and monitoring children known or thought to be at risk of harm. Members of our governing body have also been trained in child protection issues and the Chair of governors is the link governor in this area.

A regular review of policies and procedures is undertaken to take account of changes in personnel and legislation and to monitor how the school's duties have been discharged.

Pupils and the educational experience

We want Emanuel to be a safe school. Children have a number of staff to whom they can turn when they need advice and support eg form teachers, the teachers with designated child protection responsibilities, a school counsellor and the chaplains.

We have created a curriculum which fosters the personal, emotional and social development of every pupil. The life education programme considers issues of personal safety and health. The school in no way condones bullying or racist incidents; guidance is issued to staff in these areas and life education lessons cover these issues.

Our health and safety policy reflects the consideration we give to the protection of our children both within the school environment and when undertaking trips and visits away from school. We promote security on school sites through security staff and staff duties in the school.



ROWING AT EMANUEL

The rowing team at Emanuel School are vibrant and forward thinking. The staff are passionate about rowing coaching, delivering challenging and enjoyable sessions.

There is a strong focus on individual development of physical performances, with emphasis on health and fitness issues and appreciation and knowledge of skill development.

Teaching and coaching styles are varied and always focused on how pupils can learn most effectively, both in terms of knowledge and skill development.

Core and Additional Sports

At Emanuel, we offer 22 different sports and physical activities. It is important to note, however, that we have chosen to put most of our resources into five sports, with the aim of achieving both wide participation and excellence at an elite level. Sports at Emanuel are categorised as core or additional sports and both play competitive fixtures against other schools. Core sports enjoy greater financial support for equipment and professional coaches. As pupils progress through the school the breadth of sports available to them increases.

Core and additional sports programme:

	Boys	Girls
Core sports	Rugby – autumn term Rowing – spring term Cricket – summer term	Netball – autumn term Hockey – spring term Rowing – summer term
Additional sports	Athletics – summer term Cross country – autumn and spring term Football (from 2020) – spring term Fives – autumn and spring terms Swimming – all terms	Athletics – summer term Cross country – autumn and spring term Cricket – summer term Fives – autumn and spring term Swimming – all terms

Training camps, tours and trips

There are a number of training camps and rowing events that run over the course of the year that are very popular and have become an important part of the programme.

BOATHOUSE MANAGER - JOB DESCRIPTION

Job Title:	Boathouse Manager
Summary of the role:	To manage boathouse operations for Emanuel School by providing excellent rowing support services and responsive, practical maintenance, as well as managing the health and safety of rowers and staff.
Location:	Emanuel Boathouse, Barnes and Emanuel School, Wandsworth
Job Purpose:	To manage the Boathouse operation including the management of the boathouse team with full accountability for checking and promoting safe practice in rowing and ensuring that School rowing procedures are fully met. To innovate and develop best practice. To ensure the Boat Club facilities are well maintained and routine compliance activities are undertaken and recorded on an accurate and timely basis, maintaining and supporting boats, vehicles, and rowing equipment to enable rowers to train, race and compete at the highest levels.
Reporting Line:	Director of Rowing/Director of Sport
Hours:	40 hours per week (term time) and 30 hours per week out of term, in accordance with Schedule 1. Any changes to hours to be agreed in advance with the Director of Rowing and signed off by the Director of Finance and Administration.
Salary:	£35,000 pa plus defined contribution pension benefits of up to 10.45% of salary and 33 days' annual holiday

Main duties and responsibilities:

Accountability for Health & Safety for all practices related to rowing:

Risk Assessments

- Provide advice and guidance on risk assessment and the management of all rowing activities undertaken to an acceptable level.
- Review & develop risk assessments on an annual basis or following a relevant incident or change in legislation or guidance.
- Review British Rowing good practice and implement lessons learned

Incidents & Accidents

- Investigate and analyse the causes of any accidents or incidents, implementing resulting improvements or changes.

- Produce reports of accidents and incidents for review each term.
- Monitor regularly the school incident log on the British Rowing online system and communicate to the school and committee the results and actions taken.

Procedures & Guidance Compliance

- Monitor compliance with Emanuel School Rowing Procedures.
- Manage any breach of the rules or unsafe condition with the Director of Rowing, escalating to the Director of Sport or Estates Director if agreement to safe practice or procedural compliance cannot be agreed.
- Suspend all rowing activities if the conditions or practice are believed to be unsafe for whatever reason.
- Advise on the school procedure on the use of safety aids.
- Ensure that all school equipment used for rowing, sculling and coaching is being properly and regularly maintained to ensure that it is safe and adequate for its intended purpose.
- Promote the School's Safeguarding and Keeping Children Safe in Education policies.
- Monitor compliance with good safe practices at rowing and within the environs of the Boathouse.

Safety Notices & Communication

- Monitor and provide up-to-date relevant safety notices and information at the Emanuel Boathouse.
- Provide information and display posters in appropriate places (Safety Notice Board, changing rooms, toilets etc.) informing rowers of the dangers, avoidance, symptoms and treatment of water-borne diseases.
- Help ensure the Boathouse and its surrounds are welcoming to pupils, their parents and other guests.
- Maintain clear communication channels between staff, pupils and parents.
- Attend regular meetings with the Director of Rowing to discuss issues arising and produce reports as requested.
- Represent the Boat Club as reasonably directed by the Director of Rowing at external meetings.

Annual & Cyclical Auditing

- Ensure that launch driving qualifications of coaches are up to date and valid.
- Conduct an annual British Rowing Water Safety Audit of the school's activities and ensure a report and recommendations are submitted to the Directors of Sport/Rowing.

Boathouse Operations

- Maintain the Boat House and grounds in a high standard of order and cleanliness, undertaking work as required and calling on help from the school maintenance team and cleaning services as appropriate and within budget constraints.
- Undertake weekly audits and report defects to the Estates department noting priority given to safety and business critical works.
- Manage the maintenance record ensuring work undertaken is logged accordingly.
- Manage all services (lighting, heating, water etc) at the Boat House, undertaking minor maintenance tasks or liaising with agreed suppliers as necessary.
- Undertake refurbishment and minor repairs to boats and equipment.
- Develop and maintain an annual service plan for all School boats and equipment ensuring this integrates with the requirements of the School and events and makes efficient use of time and resources available.
- Be accountable for ensuring that all the boats and equipment are refurbished where necessary, serviced appropriately, and regularly cleaned to maintain excellent condition.
- Ensure that all life-jackets, oars and all rowing kit is well maintained, clean and put away appropriately.
- Supervise the Boathouse Team managing the work load and hours available effectively ensuring the Boathouse is manned when required.
- Ensure that the Boat Club towing vehicle and trailers are regularly maintained and conform to UK/EU legal regulations.
- Manage visitors to the Boat House whether for Head races, tank use training sessions etc.
- Manage loans of equipment and facilities, and ensure contributions for loans are collected and submitted to accounts.
- Manage allocation of changing room lockers to coaches and pupils.
- Be responsible for regular updates to the Director of Rowing on the state of boats and equipment, highlighting any areas of concern and proposed solutions.
- Agree with Director of Rowing prior to organising for any work to be carried out externally.
- Be responsible for Health & Safety including fire safety for all operations within and around the Boathouse.
- Undertake weekly fire alarm bell tests and record in fire log book. Report defects to the Estates department.

- Review fire and evacuation plans and undertake quarterly mock evacuations.
- Check water temperatures and record in L8 log book. Follow controls and recommendations documented in the Water/L8 Risk Assessment
- Undertake responsibility of being the first key holder.

Rowing Logistical Support, Coaching & Driving

- Provide logistical support for the School to get boats to and from a variety of competitions, training venues and camps, including load and unloading trailers. This will involve planning of resources and staff time to drive to events both nationally and occasionally internationally as required.
- Ensure supplies of train tickets for pupils travelling between the School and the Boathouse are maintained.
- Help to coach individuals, crews or squads as required by the Director of Rowing.

You may also be required to undertake such other comparable duties as the Director of Rowing, Director of Sport or Estates Bursar requires from time to time.

Schedule I

Work hours

Term time: 40 hours per week

One-hour lunch-break to be taken Mon – Thurs in accordance with pupil rowing commitments

Day	Hours	Location
Monday	9.30-6 (7.5 hours)	Boathouse
Tuesday	9.30-6 (7.5 hours)	Boathouse
Wednesday	9.30-6 (7.5 hours)	Boathouse
Thursday	9.30-6 (7.5 hours)	Boathouse
Friday	9.30-12.30 (3 hours)	School or Boathouse
Saturday	8-3 (7 hours)	Boathouse

Non term time: 30 hours per week

One-hour lunch-break to be taken in accordance with maintenance schedule

Day	Hours	Location
Monday	9—4 (6 hours)	Boathouse
Tuesday	9—4 (6 hours)	Boathouse
Wednesday	9—4 (6 hours)	Boathouse
Thursday	9—4 (6 hours)	Boathouse
Friday	9—4 (6 hours)	School or Boathouse

Person Specification

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • Clean driving licence with D1 endorsement and towing endorsement 	<ul style="list-style-type: none"> • Good standard of education • First Aid certificate • Rowing Qualification • Health & Safety Qualification e.g. NEBOSH , IOSH 	<ul style="list-style-type: none"> • Production of the Applicant's certificates
Experience	<ul style="list-style-type: none"> • Health & Safety or regulatory compliance experience • Hands on skills – woodworking/metal working/engineering • Experience of supervising a small team • Experience or knowledge of Rowing • Experience of coaching juniors or young adults, ideally on a fast-moving river 	<ul style="list-style-type: none"> • Experience of working within a similar setting involving repair and maintenance 	<ul style="list-style-type: none"> • Application • Form • Interview • Professional references
Skills	<ul style="list-style-type: none"> • Excellent problem solving skills and ability to use initiative in challenging situations • Excellent interpersonal skills including the ability to relate well to people on all levels • Excellent written and spoken English and the ability to articulate and communicate clearly in a professional manner • Willingness to be flexible and pragmatic when things change (e.g. progressing to further stages of competition) ensuring that support remains in place • Ability to coach from a launch 	<ul style="list-style-type: none"> • Excellent IT, organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities. 	<ul style="list-style-type: none"> • Application Form • Interview • Professional references
Knowledge	<ul style="list-style-type: none"> • Good interpersonal skills • Can build good relationships • Experience or knowledge of rowing • Technical knowledge of rowing, boats & equipment • Ability to drive with boat trailers (D1 & B+E categories on licence) • Health & Safety Knowledge • Ability to lift weights of up to 40kg • Computer literate 	<ul style="list-style-type: none"> • Understanding of safeguarding 	<ul style="list-style-type: none"> • Application Form • Interview • Professional references
Personal competencies and qualities	<ul style="list-style-type: none"> • Diplomatic and confidential. • Approachable and supportive to students adapting a positive coaching style. • Self-motivated and robust when challenged. • Commitment to safety culture for young people 		<ul style="list-style-type: none"> • Application Form • Interview • Professional references

Please note that as part of our safeguarding policy, applicants will be required to undertake screening relevant to the post, including checks with past employers and the Disclosure and Barring Service.

RECRUITMENT AT EMANUEL SCHOOL

Emanuel School is committed to ensuring the best possible environment for the children and young people in our care. Safeguarding and promoting the welfare of children and young people is our highest priority. We aim 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.

All queries on the school's recruitment process should go to the HR Director via recruitment@emanuel.org.uk. Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms.

Candidates should be aware that all posts in the school involve a degree of responsibility for safeguarding children, although the extent of that responsibility varies according to the nature of the post. As the job for which you are applying involves substantial access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not stop you from being appointed as we shall consider the nature of the offence, how long ago and at what age it was committed and any relevant factors. Please submit information in confidence in a sealed envelope which will be seen and then destroyed by the Headmaster or HR Director. If you would like to discuss this beforehand, please telephone in confidence to the Headmaster or HR Director.

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 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 and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post. Additionally, they will be required to notify the school immediately if there are any reasons why they should not be working with children. We take our responsibility to safeguard children very seriously and any staff member or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify us immediately. This includes notification of convictions, cautions, court orders, reprimands or warnings he/she may receive. Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if it comes to light subsequently.

The school has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism' - known as the 'Prevent duty'. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If you are currently working with children (paid or voluntary) your employer will be asked about disciplinary offences, including 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. If neither current nor previous employment involved working with children, your current employer will be asked about your suitability to work with children. Where you have no previous employment

history, we may request character references which may include references from your school or university.

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

Invitation to Interview

Applicants will be short-listed according to the quality, relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed and practically assessed in more detail.

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

Candidates with a disability who are invited to interview should inform the school of any necessary reasonable adjustments or arrangements to assist in attending the interview.

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 by you from the awarding body.

All candidates invited to interview must also bring with them:

1. A current driving licence including a photograph and paper counterpart or a passport or a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

Note that original documents are necessary. Photocopies/certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references;
2. Verification of identity/qualifications including evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List;
4. For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State;
5. For a candidate who has lived or worked outside the UK a check using the NCTL Teacher Services' System that they are not subject to any teacher sanction/restriction;
6. Verification of professional qualifications;

7. Where the successful candidate has worked or been resident overseas, such checks and confirmations to ensure that any events that occurred outside the UK are considered;
8. Satisfactory medical fitness;
9. Confirmation from you that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009; and
10. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

Successful candidates must complete a pre-employment health questionnaire. The information submitted will be held in strictest confidence and reviewed against the physical or mental requirements for the particular role i.e. proposed workload, extra-curricular activities, layout of the school. The school is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

References

We will seek references for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If you do not wish us to take up references before interview, please notify us at the time of submitting your application. All referees will be asked if the candidate is suitable to work with children. 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.

Criminal Records Policy

The school will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out 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>.

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. Copies of DBS certificates will not be retained for longer than 6 months.

Recruitment of Ex-Offenders

We will not unfairly discriminate against any candidate on the basis of conviction or details revealed. We make appointment decisions on merit and ability. If an individual has a criminal record it will not automatically bar him/her from employment. 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 us to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. It is also 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 Childcare (Disqualification) Regulations 2009.

It is a criminal offence for any person disqualified from working with children to apply for a position in 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;
- 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 behaviour;
- whether the applicant is able to obtain a waiver from disqualification from providing childcare; and
- the circumstances around the offence and explanation(s) offered by the person.

For all roles in the school it is normal policy to consider it a high risk to employ anyone who has been convicted at any time of any 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/budget responsibility, it is our 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 driving responsibilities, it is our policy to consider it a high risk to employ anyone who has been convicted of drink driving.

