

GUIDANCE NOTES & INFORMATION FOR NEWLY APPOINTED STAFF

Offer of Appointment

Please find enclosed your offer of appointment letter which is subject to the satisfactory pre-employment checks contained within it. Please confirm your acceptance of our offer in writing as soon as possible to (name).

DBS Clearance

Please complete the enclosed form, once received by the School you will receive an electronic link to complete your DBS form on line. If you do not have the facility to complete an online application please make contact with the School as soon as possible. Only when DBS clearance has been obtained will you be issued with a start date at the School.

You will need to provide the school with information for an Overseas Criminal records check, if you have worked overseas in the last 10 years or are working on a Tier 2 Sponsored Certificate.

For visa purposes, if you are unable to obtain a certificate you must provide a letter which details your attempts to obtain a certificate and confirms why this has not been possible. You should submit this letter with your other supporting documents when you apply. UKVI will consider your explanation against the situation in those countries and decide whether to waive the requirement. If UKVI concludes that it is possible for you to obtain a certificate but you have failed to do so your application is likely to be refused.

Medical Health Questionnaire

You can complete your online medical questionnaire via the following link and login details:

(insert the link and login for the Medigold pre-employment checks)

Bank Details

Payment of salary is made on the 21st of each month by bacs transfer only. Please complete the enclosed bank details form and return with your paperwork. The School will then forward this to the School's Payroll Provider for Processing.

P45

Please provide the School with your P45, received from your previous employer. In the absence of a P45 please request a P46 from (name).

Pension

You will be automatically Opted in into either the Local Government Pension Scheme (LGPS) or the Teachers' Pension Scheme, please complete the appropriate forms. Further information can be found at <https://www.lgpsmember.org/> or <https://www.teacherspensions.co.uk/members/member-hub.aspx>

Disqualification form

Under the Childcare (Disqualification) Regulations 2009, schools and early years provision are required to ensure that they do not employ either directly or indirectly (i.e. agency staff) persons

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who are disqualified from working in childcare. Please complete the enclosed form and return together with all your paperwork to (name).

Prohibition Checks

A Prohibition Check will be undertaken for all Teaching posts and support posts which undertake management of pupils against the Governments Teacher Services system and administered by the Teaching Regulations Agency.

Keeping Children Safe Education – Part 1

It is a statutory requirement for all staff working in schools to read, understand and return a signed document to confirm they have read Part 1 of the Keeping Children Safe in Education.

Code of Conduct

Please find attached the School's Code of Conduct Policy and Appendices for reading and completion. The purpose of this document is to give clear guidance, of the standards of behaviour all school staff are expected to observe. Once completed please return Appendix 1-3.

Risk Assessments

It is important that staff are aware of the risks and their control measures within the school. Please read and sign the enclosed Risk Assessments and summary sheet.

School Workforce Census

The school has a statutory duty to provide the Department for Education with certain information. Please find the attached letter explaining why and how your information will be used. Please sign and return the enclosed disclosure notice.