



## National Care Standards Commission Standards for Recruitment of Staff

All schools are required to follow specific procedures for the recruitment of staff (including ancillary staff and volunteers).

1. **Criminal Records Checks.** These are now called disclosures and are provided by the Criminal Records Bureau (CRB). You will be required to give your consent to Summer Fields applying for a disclosure if you are offered a position at the School. You will need to agree to supply the necessary documentation. Offers of appointment are subject to satisfactory completion of Criminal Records checks.
2. **Check of identity.** You will be required to produce a variety of original documents such as a passport to support your CRB application and to verify your right to work in the UK.
3. **At least two written references.** One of these must be your most recent employer. The School will contact the referees, sending them a reference form to complete and asking them to state any known reason why you should not be employed to work with children. Offers of appointment are subject to satisfactory references.
4. **Direct contact by the School with each referee** to verify the reference. Once we have received the written reference we have to speak to each referee to verify the reference.
5. **A personal interview.** If you are short-listed for interview, you will be invited to attend an interview. A written record of the outcome of the interview is kept by the School.
6. **Verification of any qualifications offered by the candidate.** You will be required to produce any original exam certificates and / or professional qualifications.
7. **Requirement that applicants provide a full employment history.** The School may approach any previous employer. You are asked to sign your consent to this, in the application form.
8. **Contact by the School, where feasible, with each previous employer involving work with children or vulnerable adults.** The School has to check the reasons why the employment ended.
9. **Explanation of any gaps in the CV.** The School has to keep a written record that explanations for any gaps have been sought and are satisfactory.