Following some recent changes to the DBS filtering guidelines and the training delivered by Ben Holmes, Safeguarding Children in Education Officer, changes have been made to the documents available on the school members area for those that sign up to the Recruitment, Contracts and Pay Service Level Agreement. These are as follows;

* Invite to interview form – now includes wording in relation to the completion of the cautions and convictions self-disclosure form and accompanying flow chart
* Cautions and Convictions flow chart – added
* Cautions and Convictions self-disclosure form - added
* Reference Request form – removal of absence info due to references being requested prior to interview
* Verification of Reference form – added as a template to be used when verifying references
* Absence Request Form – new form added to request absence info following selection of a candidate once a conditional offer has been made
* New starter checklist – updated to confirm the required for each new appointment
* DBS Risk Assessment form - added
* School Recruitment Procedures – updated in line with all of the new changes

Changes have also been made to the online application forms that incorporate minor alterations to the Rehabilitation of Offenders, Reference and Declaration sections to bring the forms in line with the recent updates. Online application forms should be printed and the applicant asked to physically sign their application form at the earliest opportunity.

In preparation for next year’s SLA and following on from Ben’s briefing sessions, please review your school’s privacy notice to applicants displayed [here](https://schooljobs.haltonbc.info/privacy-notices/) and if required, send an updated version to [school.recruitment@halton.gov.uk](mailto:school.recruitment@halton.gov.uk) to be replaced on the hosting site.

Schools are requested to familiarise themselves with the new requirements and amended procedures. All locally held copies of documents should be discarded and forms from the School Members Area used for future recruitment. Please contact [school.recruitment@halton.gov.uk](mailto:school.recruitment@halton.gov.uk) if you need a reminder of your School Members Area password.