

Recruitment Policy

Approved by:	Governing Board	Date:
Next review due by:	SEPTEMBER 2025	

1. Policy

1.1 Summary

This policy has been produced in line with the Safeguarding Vulnerable Groups Act 2006, the DfE Keeping Children Safe in Education guidance and the Protection of Freedoms Act 2012 to safeguard children. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times.

Parayhouse School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The school is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate skills, knowledge, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality service.

This policy does not form part of any employee's terms and conditions of employment and is not intended to have contractual effect. It is provided for guidance to all members of staff at the School who are required to familiarise themselves and comply with its contents. The School reserves the right to amend its content at any time.

1.2 Purpose

To ensure the recruitment of both permanent and temporary (including volunteer) staff is conducted in a fair, effective and economic manner.

To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external candidates.

The aims of the School's Safeguarding in 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;
- To ensure safeguarding and promoting the welfare of children and young people is an integral factor at each stage of the recruitment and selection process;
- To adopt a safer recruitment process, which helps to promote a safe culture and compliments other 'safety' elements such as health and safety and School security;
- To attract and recruit suitably skilled and motivated staff to help raise standards and reduce the risk to children and young people;
- To ensure that those that are responsible for each stage of the recruitment process demonstrate a professional approach by dealing honestly, efficiently and fairly with all applicants;
- To ensure that no job applicant is treated unfairly on any grounds including sex, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, religion or belief, disability or age;
- To ensure compliance with all relevant recommendations and guidance including the recommendations of the DfE in the "Keeping Children Safe in Education" guidance and the Code of Practice published by the Disclosure and Barring Service;

- 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.
- To ensure the most cost effective use is made of resources in the recruitment and selection process.

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

1.3 **Scope**

The policy applies to all employees and Trustee Governors responsible for and involved in recruitment and selection of all school based staff. In most staff appointments the Headteacher or School Business Manager will lead the interview and selection process; where a Headteacher or Deputy is being appointed the Chair of Governors will lead the process. At least 1 member of the panel will be trained in Safer Recruitment guidelines.

The ultimate responsibility for recruitment and selection lies with the Board of Governors. They have delegated to the Headteacher the responsibility for appointing staff other than those to the Leadership Team.

The measures described in this policy will be applied to all who are employed to work at the School and incorporated within the scope of this policy are staff employed by contractors, supply staff, volunteers and the like who work at the School.

1.4 Principles

The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high quality service
- The job description and person specification are essential tools and will be used throughout the process
- Employees will be recruited based on the knowledge, experience and skills needed for the job
- Selection will be carried out by a panel of at least 2 members. At least 1 panel member will have received training in Safer Recruitment processes.
- Selection will be based on a minimum of completed application form, shortlisting and interview
- All posts will normally be advertised unless filled by internal promotion or by an agency candidate
- The Disability Discrimination Act makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process from advertisement to employment.

2. Equal Opportunities

Fairness in how we recruit and select our employees plays a significant part in creating an equal opportunities environment. Our aim is that every internal and external applicant who applies for a position within the School is considered against

criteria, which relates only to the requirements of the job. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation. The school will ensure that the Equal Opportunities Policy is the foundation for its activities.

3. Personal Data – Single Central Record

The School holds a central record incorporating all employed staff (and others) that have contact with children. The record is available to the Senior Leadership Team, the Chair of Governors and the Governor responsible for Safeguarding.

The record details a range of checks as set out by the DfE, and the responsibility for the maintenance of this record is with the Headteacher, but this function can be delegated to the School Business Manager.

4. Pre-recruitment Process

4.1 Objective

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school. The first experience an individual has is important, therefore the experience should be positive and all those responsible for recruitment should:

- Give successful candidates a clear understanding of the post and what is expected of them.

- Reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet our commitment to safeguarding the children.
- Leave a positive image with unsuccessful candidates and give feedback if requested to enable them to be clear as to why they were not successful on this occasion.

4.2 Advertising

Adverts for vacancies will demonstrate the School's commitment to safeguarding in recruitment and vetting procedures, protecting every potential applicant from unfair practice and ultimately safeguarding children as much as possible. Promoting commitment to safeguarding and child protection can act as a deterrent to would-be abusers. Thought will be given to wording, pictures and images used to ensure that they could not be considered discriminatory.

The following information will usually be included within the text of the advert:

- Name of School
- Post Title
- Hours of work
- Grade or Scale
- Salary (actual salary for part time)
- Permanent or Fixed-term, stating duration if fixed-term
- Brief details about what the job entails and type of skills and experience required including responsibility for safeguarding children.

- Confirmation that an Enhanced DBS Disclosure will be required.
- Contact details
- Closing date

4.3 Application Pack

The importance of safeguarding and protecting children at the School will be promoted throughout the recruitment process in order to deter unsuitable candidates. The School's Application Pack will include the following: Application Form, Job Description and Person Specification, the School's Equal Opportunities Policy, the School's Child Protection Policy Statement, Privacy Notice and information on an Enhanced DBS check.

4.4 Job Description and Person Specification

Job descriptions will define the purpose, duties and responsibilities of the post as well as the qualifications and experience needed to perform the job, with particular attention to working with vulnerable groups. The Job Description and Person Specification will make reference to the School's commitment to the safeguarding of students.

All posts at the School will require an Enhanced DBS Disclosure.

4.5 References

The purpose of seeking out references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee.

Ideally references should be sought on all short listed candidates, including internal ones, and will be obtained before interview so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at interview.

The use of reference pro forma can help achieve that and a copy of the Parayhouse School reference request is attached (Appendix 2)

5. Interviews

5.1 Introduction

The interview will assess the merits of each candidate against the job requirements and explore their suitability to work with students who present a wide range of complex Special Educational Needs. The selection process for people who work with children will always include a face to face interview.

5.2 Interview Panel

In all cases interviews will be conducted by a panel consisting of a minimum of 2 interviewers, and in the case of posts of Headteacher or Deputy a larger panel consisting of a minimum of 4 interviewers including the Chair of Trustee Governors .

A panel of at least 2 people allows 1 member to observe and assess the candidate and make notes while the other talks to the candidate. It also reduces the possibility of any dispute about what was said or asked during the interview.

The members of the panel will:

- Have the necessary authority to make decisions about appointments
- Be appropriately trained

- Meet before the interview to reach a consensus about the required standard for the job to which they are appointing, consider the issues to be explored with the candidate and who will ask each question and agree their assessment criteria in accordance with the person specification.

Where a candidate is known personally to a member of the selection panel, it must be declared before shortlisting takes place. If deemed necessary the selection panel will be changed to ensure there is no conflict of interest and that equal opportunities are adhered to.

5.3 Scope of the Interview

In addition to assessing and evaluating a candidate's suitability for the particular post, the interview panel will also explore:

- The candidate's attitude toward children and young people
- His/her ability to support the School's agenda for safeguarding and promoting the welfare of children
- Gaps in the candidate's employment history
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee
- Ask the candidate if they wish to declare anything in light of the requirement for a DBS check

If, for whatever reason, references are not obtained before interview, the candidate will also be asked at interview if there is anything he/she wishes to declare or discuss in light of the questions that have been or will be put to their referees. In all cases references will always be obtained and scrutinised before a person's appointment is confirmed and before he/she starts.

English Fluency

Employees working in any role that requires them to communicate with pupils, parents, guardians, staff and / or members of the community, must be able to speak fluent English to enable the effective performance of the role and to ensure that they are able to abide by their safeguarding responsibilities.

The fluency duty does not create a higher standard than already required for teachers at the School who are already annually appraised against the Teachers Standards.

5.4 Documents confirming identification

In accordance with the recommendations of the DfE, the School carries out a number of pre-employment checks in respect of all its prospective employees to ensure effective safeguarding whether they are permanent, temporary, casual, voluntary, school-based supply or agency-based supply.

All applicants who are invited to an interview will be required to bring the following evidence of identity, address and qualifications in order for the school to verify their name, date of birth and current address:

- current driving licence (including photograph) or passport or full birth certificate; and
- two utility bills or statements (from different sources) less than three months old showing their name and home address; and
- documentation confirming their National Insurance number (P45, P60 or National Insurance card); and
- documents confirming any educational and professional qualifications referred to in their Application Form.

These identification documents will also be sufficient to enable a Disclosure and Barring Service (DBS) check to be carried out (see below).

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change. In all cases original (not photocopy) documents must be provided.

Original documentation in respect of any specific qualifications relevant to the post (e.g. academic qualifications, vocational qualification such as the QTS or in relation to a specific subject field, First Aid or Food Hygiene) that has been entered on the application will also be required.

In the case of teaching staff and many support staff roles, ideally references will have been sought prior to interview and in other cases shortly thereafter.

School appointments are always subject to receipt of satisfactory references and satisfactory screening and vetting.

6. Conditional Offer of Appointment: Pre Appointment Checks

Any offer of employment with the School will be conditional on the satisfactory completion of the following: -

- The receipt of at least two satisfactory references;
- Satisfactory Enhanced DBS Disclosure and where the appointee has lived outside the United Kingdom, a certificate of good conduct (or equivalent) if applicable;
- Verification of qualifications by the individual by providing original certificates;
- Verification of professional status where required;

- Verification that the candidate has not been prohibited from teaching or carrying out teaching work by the Teaching Regulation Agency where relevant;
- Verification that the candidate has not been prohibited from carrying out management work where relevant;
- Verification of the candidate's identity;
- Verification of the candidate's right to work in the UK
- Successful completion of probationary period

A record will be kept to show that the above checks have been carried out for all employees.

The details of checks will be reported to the police and/or the Disclosure and Barring Service (DBS) if:-

- The DBS disclosure shows that an applicant has been disqualified from working with children;
- An applicant has provided false information in, or in support of, his or her application; or
- There are serious concerns about an applicant's suitability to work with children gained from other legitimate information sources (e.g. references).

All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS and GDPR regulations)
- Followed up where they are unsatisfactory or there are discrepancies in the information provided

References

The purpose of obtaining a reference is to ensure that the School has objective and factual information to support appointment decisions. References will normally be taken up on short listed candidates prior to interview including staff who may already be employed by the School.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. If the referee is a current or previous employer, they will also be asked to confirm the following:-

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people;

- The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials;
- The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

Criminal Record Check

Due to the nature of the work, the School applies for criminal record certificates from the Disclosure and Barring Service ("DBS") in respect of all prospective staff members and volunteers.

The type of check that may be requested from the DBS depends on the nature of the position. If the individual is applying for a position that may provide them with an opportunity to have contact with children an Enhanced Check with Barred List will be required. This check will contain details of all convictions, cautions, reprimands or warnings (except those which are "protected" as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013) held on the Police National Computer. The Enhanced Check with Barred List will also reveal whether the individual is barred from working with children by virtue of their inclusion on the lists of those considered unsuitable to work with children.

An Enhanced Check may also contain non-conviction information from local police records which they think may be relevant in connection with the matter in question.

Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a Disclosure, if one is available in the relevant jurisdiction(s).

Should DBS clearance be delayed and employment commence before it is received, the School may undertake a Risk Assessment and Barred List Check on the prospective member of staff concerned and make arrangements as appropriate for the member of staff to be paired with or supervised by another member staff who has received DBS clearance.

Volunteers, Agencies and Agency Staff

The School expects supply/temporary worker agencies/contractors that are used by the School to register with the Enhanced DBS Disclosure on their own account and to follow this policy or their own comparable policy. **Proof of registration will be required before the School will commission services from any such organisation.**

The agency must provide evidence of the checks carried out on their central record.

The agency must also ensure that the supply staff member is aware that they have to bring in their DBS Certificate, proof of qualifications (e.g. QTS Certificate) and identification documents (proving their name, date of birth and address) on the first day of their supply work for the School.

The School reserves the right to terminate the contract with the agency and send home an agency staff member without notice should these terms of safe recruitment practice be breached by the agency or the member of agency staff. In this instance the School will not be liable for any charges connected to the booking.

All Volunteers who have direct contact with children on a regular basis will be required to have a DBS check. The School Business Manager will apply a risk assessment to assess the need for an enhanced DBS check on an individual basis.

Rehabilitation of Offenders Disclosure

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria.

In view of the fact that all positions within the School will amount to "regulated positions", all applicants for employment must declare all previous convictions, cautions, reprimands or warnings (except those which are "protected" as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013). A failure to disclose a previous conviction, caution, reprimand or warning may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists, maintained by the DfE and the Department of Health, of individuals who are considered unsuitable to work with children. In addition, it will also be 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 a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School, if:

- the School receives an application from a disqualified person;
- the School is provided with false information in, or in support of an applicant's application;
- the School has serious concerns about an applicant's suitability to work with children, it will report the matter to the Police, DBS and/or the DfE.

Assessment Criteria

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 offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it high risk to employ anyone who has been convicted at any time of any the following offences:-

- against adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- against children or adults: serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal 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 some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last 10 years.

Assessment Procedure

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 carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Headteacher of the School before a position is offered.

If an applicant wishes to dispute any information contained in a Disclosure, the applicant can do so by contacting the DBS directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the Disclosure information.

7. Post Appointment Induction

There is an induction programme for all staff newly appointed including non-teaching staff regardless of previous experience. This includes Safeguarding and Behaviour Management induction as well as usual operational induction. Teaching staff will be assigned a mentor to help them successfully settle into their role and Learning Support Assistants will be supported by the school's Lead LSAs. Admin and support staff will be inducted by the School Business Manager.

8. Retention of Information and Records

The School's policy is to observe the guidance issued or supported by the DBS on the use of Disclosure information.

In particular, the School will:-

- store Disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the School's senior leadership team and the Headteacher's personal assistant;
- not retain Disclosure information or any associated correspondence for longer than is necessary. In most cases, the School will not retain such information for longer than 6 months although the School will keep a record of the date of a Disclosure, the name of the subject, the type of Disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;
- ensure that any Disclosure information is destroyed by suitably secure means such as shredding; and
- prohibit the photocopying or scanning of any Disclosure information.

The School complies with the provisions of the DBS Code of Practice, a copy of which is available on request.

Retention of Records

If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments) on their personnel file. This file will be stored by the School for up to 6 years following termination of employment.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after 6 months, unless the applicant specifically requests the School to keep their details on file.

Any queries relating to the policy above should be directed to the School Business Manager.

Appendix 1: Recruitment Checklist

Recruitment Checklist

Event	Notes	Date Completed
Planning	Timescales Person specification/Job Description including expectation to follow all safeguarding procedures Application Form (state no CVs accepted) Applicant Pack created, including safeguarding information Statement that DBS/other vetting checks will be completed	
Vacancy Advertised		
Applications received	Scrutiny of dates, gaps, discrepancies and link to Person Spec,/JDs	
Short-listing	At least two people involved Judged against standard criteria	
References requested	Request directly from appropriate referee Ask specific safeguarding questions	
References received	Scrutinised against information given on application form	

	Note issues of concern to be followed up at interview or with referee	
Invitation to interview sent out	Include full instructions for the day, including request to bring along proof(s) of identity, evidence of qualifications and right to work in UK. For teachers, proof of QTS.	
Interview day - applicants	Copies of documents taken and any issues noted and shared with interview panel for clarification. Any lack of documents queried and panel agree whether to interview or not.	
Interview day – panel	Panel must include at least one person who has completed Safer Recruitment training Panel must include people who are authorised to appoint staff Panel to have met prior to interviewing and have discussed the questions and assessment criteria The same people interview every candidate	
Interview	Check any discrepancies in application form/ references/ identity/qualification evidence Check suitability to work with children Explore safeguarding/child protection understanding Record made of questions/answers	
Conditional offer of employment made	Made clear to successful applicant that the offer of employment is conditional on successful vetting and other per-employment checks (eg. medical) (and for non-teaching posts, a probationary period)	
Records of Interview information filed	For unsuccessful candidates - kept from date of appointment of successful candidate plus 6 months (include name of interviewers with safer recruitment training) For successful candidate – placed in personnel file and kept until termination of employment plus 6 years (include name of interviewers with safer recruitment training) Evidence of Right to work in UK – kept until termination of employment plus not less than two years Copies of DBS Certificates – must not be kept for longer than 6 months Copies of other evidence may be kept on file until termination of employment plus 6 years	
Enhanced DBS form completed and sent off	For all staff and governors.	
DBS Barred List requested	For staff or governors in regulated activity only.	

Health Form completed and requested		
Prohibition from teaching check completed	Using Teacher Services	
Prohibition from management check	(Not needed in maintained schools; only required in independent/academies/free schools) Known as Section 128 check and completed via Teacher Services	
Disqualification by Association check	For those working with under-8s Self-declaration	
QTS Check for teachers (Need not apply in academies, independent or free schools)	Confirmation of qualified teacher status, including confirmation that where relevant the probationary period has been completed. Confirmation statutory induction completed. Checked via Teacher Services	
Overseas Checks	Not prohibited or restricted from teaching by another EU country. Completed via Teacher Services. Police check/Certificate of Good Conduct obtained according to school policy For overseas trained teachers, letter that NARIC has agreed equivalence of qualification with UK standards	
Single Central Record	All relevant checks recorded on the Single Central Record	
Induction completed	Including: Child Protection Training Code of Conduct or Staff Behaviour Policy Read 'Keeping children safe in education'	

Appendix 3: Reference Request



INVESTOR IN PEOPLE

PARAYHOUSE SCHOOL
Reference Request



Candidate Name:

Name of person reference relates to:

Name of person providing reference:

Current Job Title and Organisation Name:

Current Salary/Payscale:

Dates of Employment: From:

To:

Main Duties and responsibilities

Assessment: Please give your assessment of the candidate's professional abilities below. Please continue on a separate sheet where appropriate.

Additional : If you answer NO to question a) or YES to question b) and f) please provide additional details. If more space is required please attach a separate sheet.

a) Would you re-employ? YES NO

(If no please provide further information)

b) Are you aware of any reason the candidates should not be employed? YES NO

(If Yes please provide further information)

c) Why did this candidate leave your employment?

d) How long have you known this candidate and in what capacity? YEARS

In what capacity?

e) Number of days sickness in the last 12 months of employment (excluding absence related to maternity)

f) Has there ever been any disciplinary action taken against the candidate? YES NO

What was the reason for disciplinary action?

When did it occur?

Please include :

- details of any disciplinary procedures the candidate has been subject to in which the disciplinary sanction is current;
 - details of any disciplinary procedures the candidate has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired, and the outcome of those; and,
 - details of any allegations or concerns that have been raised about the candidate that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcome of those concerns e.g. whether the allegations or concern was investigated, the conclusion reached, and how the matter was resolved.
-

Suitability to work with children

Do you know of ANY reason why this applicant may not be suitable to work with children?

NO YES

If yes please give details

Under the Data Protection Act 1998, where there has been a Subject Access Request, your consent is required before we may disclose to the data subject the information contained in this reference

I do/do not agree to the disclosure of the information contained in this reference

Signed

Name	Position
Relationship to candidate (i.e. Manager)	Tel. Number

Do you wish to talk further to the Headteacher? YES NO

Please ensure the reference is accurate and does not contain any material misstatement or omission.

The Headteacher may contact you if clarification is required on any point or if there has been an omission

Thank you for taking the time to complete this reference.

Please return to:

Lorraine Morgan, Parayhouse School, Hammersmith and West London College, Gliddon Road, London W14 9BL