



RECRUITMENT, SELECTION AND DISCLOSURE POLICY AND PROCEDURE

1. Introduction

- 1.1 The Royal Grammar School (the **school**) – is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school is also committed to providing a supportive and flexible working environment to all its members of staff. The school recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.
- 1.2 The aims of the school's recruitment policy are as follows:
 - 1.2.1 to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
 - 1.2.2 to ensure that all job applicants are considered equitably and consistently
 - 1.2.3 to ensure that no job applicant is treated unfairly on any grounds including, sex, pregnancy, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age, race, colour, nationality, national or ethnic origins or disability to ensure compliance with all relevant legislation, recommendations and guidance including statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (KCSIE 2021), Disqualification Under the Childcare Act 2006 (DUCA) and any guidance the code of practice published by the Disclosure and Barring Service (DBS); and
 - 1.2.4 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
- 1.3 Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

2. The Scope of the Policy

The Recruitment, Selection and Disclosures Policy and Procedure herewith refers and applies to staff directly recruited and employed by the school. In the Education (Independent Schools Standards) (England) Regulations 2010, staff are defined as: *Any person working at the school whether under a contract of employment, under a contract for services or otherwise than under a contract but does not include supply staff or a volunteer.*

In the case of agency or contract workers, the school shall obtain written confirmation from the agency or company that it has carried out the appropriate checks. The school conduct's identity checks on agency and contract workers on arrival in school and, in the case of agency workers which includes supply staff, the school must be provided with a copy of the DBS check for such staff.

3. Recruitment & Selection Procedure

- 3.1 The recruitment for all staff is carried out in accordance with the DfE Keeping Children Safe in Education (2021) and guidance on safer recruitment from the Children's Workforce Development Council. The school will make candidates aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- 3.2 All applicants for employment will be required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for a completed application forms has not been passed. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. A curriculum vitae will not be accepted in place of the completed application form.
- 3.3 Applicants will receive a job description for the role applied for.
- 3.4 The applicant may then be invited to attend a **formal interview** at which his / her relevant skills and experience will be discussed in more detail. At least one person on the recruitment panel will have undertaken safer recruitment training. All interviews will be conducted in person (with occasional use of Skype) and the areas explored will include suitability to work with children.
- 3.5 If it is decided to make an offer of employment following the **formal interview**, any such offer will be conditional on the following:
 - 3.5.1 The agreement of a mutually acceptable start date and the signing of a contract incorporating the school's standard terms and conditions of employment.
 - 3.5.2 Verification of the applicant's identity (where that has not previously been verified).

- 3.5.3 the receipt of two references (one of which must be from the applicant's most recent employer) which the school considers to be satisfactory.
 - 3.5.4 for teaching positions, confirmation from the Teaching Regulation Agency that the applicant is not subject to a prohibition order.
 - 3.5.5 where the position amounts to "regulated activity" the receipt of an enhanced disclosure form from the DBS which the school considers to be satisfactory.
 - 3.5.6 where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List.
 - 3.5.7 confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from teaching or being involved in the management of an independent school.
 - 3.5.8 verification of the applicant's medical fitness for the role.
 - 3.5.9 verification of the applicant's right to work in the UK.
 - 3.5.11 any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; this would include recording teacher sanctions and restrictions using the Teaching Regulation Agency Teacher Services' system.
 - 3.5.12 verification of professional qualifications which the school deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified)
- 3.6 The school is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The school is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e., roles which would amount to regulated activity if carried out more frequently.
- 3.7 Whether a position amounts to "regulated activity" must therefore be considered by the school in order to decide which checks are appropriate. It is however likely that in nearly all cases the school will be able to carry out an enhanced DBS check and a Children's Barred List check.

4. Medical Fitness

- 4.1 The school is legally required to verify the medical fitness of anyone to be appointed to a post at the school, **after** an offer of employment has been made but **before** the appointment can be confirmed.
- 4.2 It is the school's practice that all applicants to whom a permanent offer of employment is made must complete a Health Questionnaire. A medical questionnaire is sent out electronically. This is managed by externally and the school receives a report as to the suitability of the candidate to carry out their role. The school does not receive any medical information about the candidate. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e., proposed timetable, extra-curricular activities, layout of the school etc. If the School's medical advisor has any doubts about an applicant's fitness the school will consider reasonable adjustments in consultation with the applicant. The school may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment. For any temporary positions, a medical declaration can be used. The school is aware of its duties under the Equality Act 2010.

5 Pre-Employment Checks

- 5.1 In accordance with the recommendations set out in KCSIE, DUCA and the requirements of The Education (Independent School Standards) Regulations 2015 the school carries out a number of pre-employment checks in respect of all prospective employees.
- 5.2 Verification of identity and address:
 - 5.2.1 All applicants who are invited to interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications as set out below and in the list of valid identity documents at Appendix 1 (these requirements comply with DBS identity checking guidelines):
 - 5.2.2 one document from Group 1; and
 - 5.2.3 two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify the applicant's current address: and
 - 5.2.4 original documents confirming any educational and professional qualifications referred to in their application form.
- 5.3 Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.
- 5.4 The school asks for the date of birth of all applicants (and proof of this) in accordance with KCSIE. Proof of date of birth is necessary so that the school may

verify the identity of, and check for any unexplained discrepancies in employment and education history of all applicants. The school does not discriminate on the grounds of age.

5.5 References

5.5.1 all offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the school. One of the references must be from the applicant's current or most recent employer unless the applicant has not been working in which case a suitable alternative will be sought. If the current/most recent employment does/did not involve work with children, then the second reference 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. These will be requested for each candidate unless they have specifically requested that this should not be done unless they are offered a position. (By the person organising the interviews – Head's PA for teachers, HR Manager for support roles). in extreme cases where only one reference can be given, a note of the steps taken to try and get a second reference must be recorded on the single central record.

5.5.2 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. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied. If the referee is a current or previous employer, they will be asked to confirm the following:

5.5.3 the applicant's dates of employment, job title / duties, reason for leaving, performance, and disciplinary record.

5.5.4 whether the applicant has ever been subject to disciplinary procedures for any reason and specifically involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated, or malicious; and

5.5.5 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, except where the allegation or concerns were found to be false, unsubstantiated, or malicious.

5.6 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.

- 5.7 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 and the relevant referee before any appointment is confirmed.
- 5.8 The school may, at its discretion, make telephone contact with any referee to verify the details of the written reference provided.

6 Criminal Records Check

- 6.1 Prior to 29 May 2013 an enhanced disclosure contained details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It could also contain non-conviction information from local police records which a chief police officer considered relevant to the role applied for at the school.

Candidates for employed posts will receive a Job Description and for the role applied for. As the position for which candidates are applying involves substantial opportunity for access to children, it is important that applicants provide the school with legally accurate answers. Upfront disclosure of a criminal record may not debar a candidate from appointment as the School shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Information should be submitted in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the HR Manager. If candidates would like to discuss this beforehand, they are asked to please telephone in confidence to the HR Manager for advice.

- 6.2 Since 29 May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal record disclosures. The DBS and the Home Office have developed a set of filtering rules relating to spent convictions which work as follows:

For those aged 18 or over at the time of an offence

- 6.2.1 An adult conviction for an offence committed in the United Kingdom will be removed from a DBS disclosure if:

- Eleven years have elapsed since the date of conviction.
- It is the person's only offence; and
- It did not result in a custodial sentence.

- 6.3 It will not be removed under any circumstances if it appears on a list of "**specified offences**" which must always be disclosed. If a person has more than one offence on their criminal record, then details of all their convictions will always be included.

6.4 A caution received when a person was aged 18 or over for an offence committed in the United Kingdom will not be disclosed if six years have elapsed since the date it was issued, and if it does not appear on the list of “specified offences”.

6.5 For those aged under 18 at the time of the offence

6.5.1 A conviction for an offence committed in the United Kingdom will be removed from a DBS disclosure if:

- five and a half years have elapsed since the date of the conviction.
- it is the person’s only offence; and
- it did not result in a custodial sentence

6.6 Again, the conviction will not be removed under any circumstances if it appears on the list of “specified offences”, or if a person has more than one offence on their criminal record.

6.7 A caution received when a person was aged under 18 for an offence in the United Kingdom will not be disclosed if two years have elapsed since the date it was issued, and if it does not appear on the list of “specified offences”.

6.8 The list of “specified offences” which must always be disclosed

6.8.1 This contains a large number of offences, which includes certain sexual, violent and other offences that are considered so serious they will always be disclosed, regardless of when they took place or of the person’s previous or subsequent criminal record. The list of “specified offences” can be found at:

<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

6.9 The school applies for an enhanced disclosure from the DBS and a check of the Children’s Barred List (now known as Enhanced Check for Regulated Activity) in respect of all positions at the school which amount to “regulated activity” as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children’s Barred List and to obtain other relevant suitability information. Any position undertaken at, or on behalf of, the school will amount to “regulated activity” if it is carried out:

- frequency, meaning once a week; or
- overnight, meaning between 2.00am and 6.00am; or
- satisfies the “period condition”, meaning four times or more in a 30-day period; and
- provides the opportunity for contact with children

Roles which are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

It is for the school to decide whether a role amounts to “regulated activity” taking into account all the relevant circumstances. However, nearly all posts at the school amount to regulated activity. Limited exceptions could include an administrative post undertaken on a temporary basis in the school office outside of term time or voluntary posts which are supervised.

- 6.10 The DBS now issues a DBS disclosure certificate to the subject of the check only, rather than to the school. It is a condition of employment with the school that the **original** disclosure certificate is provided to the school as soon as possible after it has been received and before employment commences. Original certificates should not be sent in the post. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the school.
- 6.11 If there is a delay in receiving a DBS disclosure the Head has discretion to allow an individual to begin work pending receipt of the disclosure certificate. This will only be allowed if all other checks, including a clear check of the Children’s Barred List (where the position amounts to regulated activity), have been completed and once appropriate supervision has been put in place. A risk assessment is put in place, signed by all parties involved including sign off by the Head and then reviewed and re-signed by the Head every two weeks until the DBS arrives.
- 6.12 DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal records check from the relevant jurisdiction(s). The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the School.

7. **Childcare disqualification requirements**

- 7.1 The Childcare Act 2006 (the Act) and the Childcare (Disqualifications) Regulations 2009 (the **Regulations**) state that it is an offence for the School to employ anyone in connection with our early years provision (**EYP**) or later years provision (**LYP**) who is disqualified, or for a disqualified person to be directly involved in the management of EYP or LYP.
- EYP includes usual school activities and any other supervised activity for a child up to 1 September after the child’s 5th birthday, which takes place on the school premises during or outside of the normal school day.
 - LYP includes provision for children not in EYP and under the age of 8 which takes place on school premises outside of the normal school day, including, for example breakfast clubs, after school clubs and holiday

clubs. It does not include extended school hours for co-curricular activities such as sports activities.

- 7.2 DUCA states that only those individuals who are employed directly to provide childcare are covered by the Regulations. "Childcare" means any form of care for a child, which includes education and any other supervised activity for a child who is aged 5 or under. "Childcare" in LYP does not include education during school holidays but does cover before and after school clubs.
- 7.3 Roles which will be covered by the Regulations are teaching and teaching assistant positions in EYP, and those which involve the supervision of under 8s in LYP. Those who are directly involved in the management of EYP and LYP include the Head, and may also include other members of the leadership team as well as those involved in the day to day management of EYP or LYP at the School.
- 7.4 DUCA contains an express statement that cleaners, drivers, transport escorts, catering and office staff are not covered by the Regulations.
- 7.5 Some roles at the School may involve the provision of childcare in EYP or LYP on an occasional basis. They will not automatically be within the scope of the Regulations and the School will therefore consider whether they do on a case by case basis. The Regulations only apply to a limited number of roles within the School but do extend beyond employees to governors and volunteers who carry out relevant work in EYP or LYP.
- 7.6 The criteria for which a person will be disqualified from working in connection with EYP or LYP are set out in the Regulations. They are not only that a person is barred from working with children (by inclusion on the Children's Barred List) but also include:
- having been cautioned (after 6 April 2007) for, or convicted of, certain criminal offences including violent and sexual criminal offences against children and adults whether committed in the United Kingdom or overseas;
 - various grounds relating to the care of children, including where an order is made in respect of a child under the person's care;
 - having been refused registration for the provision of childcare (including nurseries, day care and child minding or other childcare), having been disqualified from any such registration or having had that registration cancelled.
 - having been refused an application for registration of a children's home or having had any such registration cancelled;
 - having been prohibited, restricted or disqualified from private fostering; or

- 7.8 Applicants who have any criminal records information to disclose about themselves, must also provide the following information:
- details of the order, restriction, conviction or caution and the date that this was made.
 - the relevant court or body and the sentence, if any, which was imposed; and
 - a copy of the relevant order or conviction.
- Applicants are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.
- 7.9 The school does not require applicants to request any criminal records information directly from the DBS. The school only requires applicants to provide relevant information about themselves and members of their household “to the best of their knowledge”.
- 7.10 A person who discloses information which appears to disqualify them from working in a relevant role may apply to Ofsted for a waiver of the disqualification. The school may withdraw an offer of employment at its absolute discretion and is under no obligation to await the outcome of an Ofsted waiver application. If a waiver application is rejected the school will withdraw the Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.
- 7.11 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'. This is 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 the conditional offer of employment.
- 7.12 The School will securely destroy any information which is provided by an applicant which is not relevant to the childcare disqualification requirements as soon as it is established that it is not relevant. Where a person appointed to a role at the School is found to be disqualified the School will retain any relevant information only for the period it takes for a waiver application to be heard and the decision communicated to the School, after which it will be securely destroyed.
- 7.13 After making this declaration staff in a relevant role are under an on-going duty to inform the School if their circumstances change in a way which would mean they subsequently meet any of the criteria for disqualification. Any failure to disclose relevant information now, or of a future change in circumstances, will be treated as a serious disciplinary matter and may lead to the withdrawal of a job offer or dismissal for gross misconduct.

8 Contractors, Agency Staff, Volunteers and Visiting Speakers

- 8.1 **Contractors** engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before employees of the Contractor can commence work at the School
- 8.2 **Agencies** who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School.
- 8.3 The School will independently verify the identity of staff supplied by contractors or an agency in accordance with section 4.2 above.
- 8.4 There is no set formula for vetting **volunteers** and the checks carried out will depend on the precise role and be determined on an individual basis taking into account whether the activity is regulated and what level of supervision is in place. The appropriate checks will be determined with reference to all the regulatory guidance used for employees.
- 8.5 Visiting speakers must provide identification, but further vetting is unlikely to be required if they are fully supervised. This does need to be reviewed on a case by case basis. However they must be deemed to be 'suitable' to be visiting the school according to the *Prevent* statutory guidance.

9 Policy On Recruitment Of Ex-Offenders

Background

- 9.1 The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar him/her from employment with the School. Each case will be decided on its merits as per the criteria stated below.
- 9.2 All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules (see sections 5.2 to 5.9 above) A failure to disclose a previous conviction (which should be declared) 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.

9.3 It is unlawful for the School to employ anyone who is barred from working with c children. It is a criminal offence for any person who is barred from working with c children to apply for a position at the school. The School will make a report to the Police and/or the DBS if:

- The school receives an application from a barred person.
- It is provided with false information in, or in support of an applicant's application.
- It has serious concerns about an applicant's suitability to work with children

9.4 **Assessment Criteria**

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 applicant.

9.5 If the post involves regular contact with children, it is the school's 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.

9.6 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.

- 9.7 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 ten years.

9.8 Assessment procedure

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 Head of the School before a position is offered.

- 9.9 If an applicant wishes to dispute any information contained in a disclosure, he/she can do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School may, where practicable, and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

10. Retention And Security of Disclosure Information

- 10.1 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:

- i. Store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to the Head, the Bursar and the Head's PA.
- ii. Not retain disclosure information or any associated correspondence for longer than is necessary. Generally, this will be for a maximum of six months. 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.
- iii. Ensure that any disclosure information is destroyed by suitably secure means such as shredding.

- 10.2 Prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

- 10.3 The school complies with the provisions of the DBS code of practice, a copy of which is available on request.

- 10.4 The school is legally required to undertake the pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue. This documentation will be retained by the school

for the duration of the successful applicant's employment with the school. It will be retained in accordance with the School's Retention of Records Policy after employment terminates. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

10.5 In accordance with the requirement of KCSIE 2021 all the above recruitment checks will be recorded on the school's single central register upon the employee's appointment.

11. Referrals to the DBS and Teacher Regulation Agency

11.1 Whilst these are pre-employment checks the School also has a legal duty to make a referral to the DBS in circumstances where an individual: -

- Has applied for a position at the school despite being barred from working with children; or
- Has been removed by the school from working in regulated activity (whether paid or unpaid) or has resigned prior to being removed because they have harmed or pose a risk of harm to a child.

11.2 If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the TRA.

Queries

If an applicant has any queries on how to complete the application form or any other matter, they should contact the HR Department

Reviewed by: Head of HR
Date of last review: 21st February 2022
Date of next review: Trinity 2022