

# HaileyburyTurnford

Ambition · Pride · Success

## Safer Recruitment

Haileybury Turnford has a **Safer Recruitment Policy**.

Please be advised that if you are called for interview you will need to produce the following as evidence of your identity and your right to work in the UK:

1. Passport. (If you are unable to produce this please bring the long version of your UK birth certificate)
2. If you are a non-EU worker, proof of your right to work in the UK
3. A UK photo card and counterpart driving licence or EU identity card
4. Proof of your home address i.e., a utility bill or a bank statement
5. Proof of your NI Number i.e., a P45, P60 or letter from HMRC
6. Teachers only: proof of your Qualifications and QTS Status - please bring your certificates.

These documents will be used to check your identification and your right to work in the UK. You will also be asked to complete a criminal records bureau check.

### Additional note from January 2021 (following Brexit Deal):

From 1 January 2021 the Teaching Regulation Agency will no longer maintain a list of EEA teachers with sanctions.

The government has announced that 'from 1 January 2021 professional regulators in the EEA (EU, Iceland, Liechtenstein and Norway) will no longer share information about sanctions imposed on EEA teachers with the Teaching Regulation Agency (TRA)'.

Therefore, Haileybury Turnford will continue to carry out safer recruitment checks on all applicants. For applicants that have lived or worked outside of the UK, Haileybury Turnford will make any further checks we think appropriate so that relevant events that occurred outside the UK can be considered, including obtaining an enhanced DBS certificate with barred list information (even if the teacher has never been to the UK).

Teachers may be able to provide proof of their past conduct as a teacher, issued by the professional regulating authority in the country in which they worked. Where available, such evidence can be considered alongside other information obtained through other pre-appointment checks to help assess their suitability.



Haileybury Turnford, Mill Lane, Cheshunt, EN8 0JU

01992 308333 [www.haileyburyturnford.com](http://www.haileyburyturnford.com)

Principal: Robin Newman MSc MBA

Haileybury Turnford is a trading name of Haileybury Academy Trust, a charitable company limited by guarantee registered in England and Wales with registered number 09659808.

Registered office: Haileybury Academy Trust, London Road, Hertford Heath, Hertford, Hertfordshire, SG13 7NU