



Glenalmond College | inspiring learning

**Safer Recruitment Policy
November 2015**

Contents

INTRODUCTION	3
RECRUITMENT AND SELECTION CHECKLIST	3
Inviting Applications.....	3
Short- Listing and References.....	3
THE SELECTION PROCESS.....	4
PRE-COMMENCEMENT CHECKS	4
INDUCTION	5
SUPPLY TEACHERS	5
CONTRACTORS	5
Building Contractors.....	5
Contracted Support / Grounds/ Maintenance Staff.....	6
Emergency Call-Out Contractors (not previously checked by the school).....	6
VOLUNTEERS.....	6
GOVERNORS.....	6
FOREIGN LANGUAGE ASSISTANTS	6
PERIPATETIC TUTORS.....	7
VISITING CANDIDATES.....	7
HOST FAMILIES INVOLVED IN EXCHANGE VISITS	7
Appendix A.....	8
Recruitment and Selection Checklist	8
Appendix B.....	10
Employment Gap History.....	10
Appendix C.....	11
GLENALMOND COLLEGE Pre-Employment Check List	11
Appendix D.....	12
Safe Recruitment Checklist for Host Families	12
Appendix E	18
GLENALMOND COLLEGE	18
Central Record	18
Appendix F	20
GLENALMOND COLLEGE	20
References, Safer Recruitment and professional practices	20

INTRODUCTION

The purpose of this policy is to set out the requirements of the Glenalmond College recruitment process and applies to all roles. We aim to:

- attract the best possible applicants to vacancies
- deter prospective applicants who are unsuitable for work with children or young people
- identify and reject applicants who are unsuitable for work with children and young people

RECRUITMENT AND SELECTION CHECKLIST

The checklist to be followed when undertaking to more safely recruit staff to Glenalmond College is to be found as [Appendix A](#).

Inviting Applications

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“The School is committed to protecting children and young people. All post holders are subject to ‘The Protecting Vulnerable Groups Scheme (PVG)’ application process.”

Prospective applicants will be supplied, as a minimum, with the following:

- an up-to-date job description which makes clear the responsibility for protecting and promoting the welfare of children
- a person specification
- the School’s Child Protection Policy (link to College website)
- the School’s Safer Recruitment Policy (this document, link to College website)
- an application form

All prospective applicants must complete, in full, the application form.

Short- Listing and References

CVs provided by applicants will not be accepted in place of a fully completed application form. Short-listing of candidates will be against the person specification for the post.

With candidate’s permission, we may request to take up references before the selection stage, so that any discrepancies can be probed during the selection stage. However, we recognize that some candidates may request that we do not take up references prior to offer.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies, discrepancies or gaps in employment. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any anomalies or discrepancies. Candidate permission will be sought and a detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people
- any disciplinary warnings, including time-expired warnings, that relate to the protection of children
- the candidate's suitability for the post

All school employees and unsuccessful candidates are entitled to see and receive, if requested, copies of their employment references.

THE SELECTION PROCESS

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face or using Skype where this is more appropriate for candidates e.g. those living abroad. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face/Skype interview.

Candidates will be asked to bring to the interview:

- professional qualification certificates essential for the post as appropriate e.g. degree and PGCE or PGDE
- Professional organisation registration number as appropriate e.g. GTC Scotland
- PVG registration number if already registered
- Or any other qualification upon which the role depends.

Copies of the documents of the successful candidate will be retained for their personnel file. The documentation received for unsuccessful candidates will be destroyed after 6 months.

Candidates will always be required:

- to explain satisfactorily any gaps in employment ([Appendix B](#))
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters
- to declare any information that is likely to appear on a Protecting Vulnerable Groups check
- to demonstrate their capacity to protect the welfare of children and young people

PRE-COMMENCEMENT CHECKS

All successful applicants are required:

- to provide proof of identity and proof of eligibility to work in the UK
- to complete a PVG application and receive satisfactory clearance
- to provide original certificates of qualifications

- to complete a confidential short health questionnaire

[Please see Appendix C](#)

INDUCTION

All staff new to the School will receive induction training that will include the School's Child Protection Policy and guidance on safe working practices. This will be provided by the School's Child Protection Officer and line manager.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

There will be an induction programme for all staff and volunteers newly-appointed, (including teaching staff) and regardless of experience.

Insofar as the protection and promoting of children's welfare is concerned, the programme will include information about, and written statements of:-

- policies and procedures covering child protection, anti-bullying, equality & diversity, child protection, Acceptable Use of Technology
- safe practice and the standards of conduct and behaviour expected of staff and students / young people in the establishment
- fire, health, safety
- how, and with whom, any concerns about those issues should be raised
- other relevant procedures, e.g. disciplinary, appraisal, whistle blowing, grievance
- how attendance at child protection training appropriate to the person's role will be arranged

SUPPLY TEACHERS

Recruiting Supply Teachers will be managed in the same way as any other staff in school. This means that they will also have all the appropriate pre-employment checks including PVG and Right to Work in the UK checks carried out.

CONTRACTORS

It may be that Contractors have unsupervised contact with children. With this in mind a PVG check must be completed before a Contractor can start work in an establishment with children. Ideally contractors should try and work **outside of school hours, if this is not practicable then the contractor should be supervised** at all times and the following guidelines should be consulted.

Building Contractors

For health and safety reasons children should not be allowed in areas where builders are working so there should be little opportunity for workers to be unsupervised with children. It is difficult to say that there will not be times when contact with a child occurs. Therefore, all projects with contractors who may come into contact with children on site during school hours will undergo a PVG

check. This clearance will be stated in any contract struck and/or agreed with an individual contractor employed directly by Glenalmond College. Work will not commence before the clearances have been received.

Contracted Support / Grounds/ Maintenance Staff

Glenalmond College will make sure that any agency they use follows the same standard of safe recruitment checks as the School uses. This should be evidenced in writing by the agency. We will ensure that the recruitment checks have been completed prior to their start day in the same way as we would our own staff. Safe recruitment checks must be part of the contract agreement between establishments with children and any agency contracting out staff to Glenalmond College.

Emergency Call-Out Contractors (not previously checked by the school)

Contractors that are called out in an emergency may not be a contractor that is checked and known to the School prior to the 'call-out'. It is not necessary to obtain a PVG check for such staff, as they will only have contact with children on an ad hoc or irregular basis and are unlikely to be left unsupervised with children. These contractors will sign in or out in a visitor log and be escorted by a PVG cleared member of staff at all times.

VOLUNTEERS

Volunteers in schools often have the same unsupervised access to children as employees. A child will not consider a distinction between a volunteer and a member of staff, when seeking help or support. This means that volunteers will have certain checks completed as they are in a position of trust.

As with any new staff member an identity check and a PVG check should be carried out prior to the volunteer starting their duties within the School. It is also important to request and receive two references on behalf of the volunteer. These checks must be carried out for all volunteers and not just for those unknown to the School. PVG members will be re-checked as with other staff every five years.

If a Volunteer becomes a paid employee, then their right to work in the UK should additionally be assessed. A new PVG check will be required to reflect their change to an employee. If assisting on a one-off school trip, a volunteer does not require a PVG check, but will be supervised at all times.

GOVERNORS

Glenalmond College Governors must also undergo PVG checks.

FOREIGN LANGUAGE ASSISTANTS

Foreign Language Assistants working in the UK will need to provide a police clearance certificate prior to taking up their posts.

Dossiers from Italy, Belgium, Canada, Senegal, Switzerland, Russia, Japan and all Latin American countries automatically include the police clearance certificate. Assistants from Austria, France, Germany and Spain will be reminded to provide the document prior to taking up their post. It is the School's responsibility to ensure that this document is provided. It should not be more than six months old when the Assistant produces it. As with all employees, Foreign Language Assistants will be required to produce proof of eligibility to work in the UK.

PERIPATETIC TUTORS

Service providers such as those for music tuition, specialist sports coaching, supply teaching or specific courses that require staff to work on school premises whilst children are in school, must have evidence of the necessary checks in relation to these staff.

It is essential to carry out or have evidence of the same standard of checks for all staff working in the School and the extended provision even if they are not employed directly by the School. It is the Warden's responsibility to ensure that these checks are being carried out.

VISITING CANDIDATES

All visiting candidates will sign in on arrival and out on departure at Reception. All visitors will be accompanied at all times by an appropriate member of staff.

HOST FAMILIES INVOLVED IN EXCHANGE VISITS

There is not an expectation under *the Protection of Vulnerable Groups Act* for families participating in home to home exchanges to be required to undergo PVG checks. However, in planning a trip involving home stays, the College will agree a set of standards for home stays and for supervision with the local organiser.

Although there is no need to check Host families where they are one-off visits under the PVG Scheme, the College will do everything that is reasonable, including a risk assessment, to ensure the safety and well-being of pupils on exchanges e.g. requesting that the local organiser ensures families complete information about themselves and take up references.

Host family visits are usually led by a member of staff with considerable experience and expertise and it is important that this is shared with others.

It is important that visits include 'succession planning' and any future party leader has the opportunity to learn as much as possible as an assistant leader in the first instance.

Leaders should ensure that 24 hour access is available to a competent person who has all the necessary background knowledge of the host culture.

Where host families are registered with Guardian agencies, we will ensure that PVG checks are in place for anyone over the age of 16 years.

Please refer to [Appendix D](#) – Safer Recruitment Checklist for Host Families.

Appendix A

GLENALMOND COLLEGE

Recruitment and Selection Checklist

PRE-INTERVIEW:	Initials	Date
<p>Planning Timetable decided: person specification and job description and other documents to be provided to applicants reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc.</p>		
<p>Vacancy advertised Advertisement includes reference to Child Protection Policy, i.e. statement of commitment to safeguarding and promoting welfare of children, and need for successful applicant to be PVG checked.</p>		
<p>Applications on receipt Scrutinised – any discrepancies / anomalies / gaps in employment noted to explore if candidate considered for short listing.</p>		
<p>Shortlist prepared</p>		
<p>References – sought only with candidate permission Sought directly from referee on short listed candidates: ask recommended specific questions: include statement about liability for accuracy.</p>		
<p>References – on receipt Checked against information on application; scrutinised; any discrepancy / issue of concern noted to take up with applicant (at interview if possible).</p>		
<p>Invitation to interview Includes all relevant information and instructions.</p>		
<p>Interview arrangements At least 2 interviewers for academic staff: panel members have authority to appoint: have met and agreed issues and questions / assessment criteria / standards. A minimum of one interviewer for Support interviews</p>		
<p>Interview Explore applicant's suitability for work with children as well as for the</p>		

post.		
All interview notes to be retained.		
Conditional offer of appointment: pre-appointment checks Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and for non-teaching posts a probationary period.		
References (if not obtained and scrutinised previously)		
Identity		
Qualifications (if not verified on the day of interview)		
Permission to work in UK		
PVG Scheme		
Medical Questionnaire		
GTC Scotland, England, Wales if appropriate		
SSSC registration number if appropriate		

Appendix B

GLENALMOND COLLEGE

Employment Gap History

Please attach completed form to the applicant's original application form

Full name of candidate: _____

Post to be interviewed for: _____

Date of interview: _____

Date gap discussed with candidate if different: _____

Chair of Panel: _____

Gap in employment		Reason given
Date from:	Date to:	

Signed by Chair of Panel: _____

Date: _____

Appendix C

GLENALMOND COLLEGE Pre-Employment Check List

Name of Candidate: _____

Post Title: _____

Clearances required – prior to commencement	Initials	Date
Application form A copy of the application form is attached and gaps in employment history have been explored and signed.		
Identity A copy of a completed <i>Identity Confirmation Sheet</i> is attached.		
References At least 2 references have been requested		
Qualifications Copies of all essential qualifications have been taken and retained.		
Right to work in the UK (Asylum & Immigration) Appropriate documents witnessed and copied. Pro-forma filled out and signed and a copy attached.		
PVG Scheme Application No: _____ Application Form is attached.		
To be completed Secretary to COO		
Overseas criminal records check (If applicable) Country Record needed from: _____		
Medical Questionnaire – further action required?		
General Teaching Council (or other professional registration)		

Appendix D

GLENALMOND COLLEGE

Safe Recruitment Checklist for Host Families

Name of Host: _____

Post Title: Host Parent for an Exchange Student

1. Check List for the Leader:

Group leaders must satisfy themselves that national standards are agreed, met and monitored. Key documents/procedures:

- International Visit Pro-forma
- Foreign and Commonwealth Office (FCO) guidance for the country to be visited
- Host Family Stay Information Proforma to link with Partner School
- Meetings with parents
- Meeting with pupils
- Passports (including pupils nationalities), Visas, EU Health Insurance Card (EHIC)²⁷
- Back up and support both in the host country from the host school/tour operator and from a designated member of Senior Management in home school.

2. Risk Assessment Control Measures – examples

- Careful matching of young people and host families
- Assurances and evidence that these are suitable hosting homes and families
- Sleeping arrangements confirmed and privacy provided for showering and toilets etc
- Thorough pupil briefing on issues relating to personal safety
- Parents fully informed and have opportunity to raise issues with staff and with their children.
- Pupils with mobile phones.
- Pupils use 'keywords' to alert staff to problems i.e. 'I need help!'

- Briefing about differences in road traffic and driving standards. Particular care with UK coaches abroad with exit doors into the traffic.
- Bilingual 'Help Cards' prepared and distributed with contact names, numbers and key phrases etc..
- Reputable coach company with seat belts on coaches and drivers experienced in driving abroad
- Full consideration of medical and health including vaccinations and medical insurance.
- Prior agreement about who may drive.
- Code of Conduct and expectations shared with all parties.
- Briefing as to acceptable and unacceptable activities on family days e.g. Avoid higher risk activities - open water swimming with no lifeguards etc.
- 24 hour contact numbers available at both ends of the exchange

3. Host Families

The vetting and briefing of host families should include:

- Host Family Stay Information Pro-Forma completed and returned
- Verification of family structure & any visitors during the stay and pets
- Details of guest/s to include their dietary requirements, any medical concerns, any learning difficulties, any religious or cultural issues and any parental concerns.
- 24 hour emergency contact details available for both member of staff in charge and host family and who to contact regarding routine problems.
- Code of Conduct including curfew, bed times, alcohol, smoking, privacy, acceptable mobile phone/TB/DVD/video viewing
- House rules
- Home visit checks where appropriate and/or references
- Issues relating to transporting of guest
- Suitability of activities for family days/leisure time – consent required of both parents of guest and group leader if considering any higher risk activities
- Dates, duration and itinerary for the visit
- Host Family Stay Information Pro-Forma completed and returned
- Verification of family structure & any visitors during the stay and pets
- Details of guest/s to include their dietary requirements, any medical concerns, any learning difficulties, any religious or cultural issues and any parental concerns.
- 24 hour emergency contact details available for both member of staff in charge and host family and who to contact regarding routine problems.
- Code of Conduct including curfew, bed times, alcohol, smoking, privacy, acceptable mobile phone/TB/DVD/video viewing
- House rules
- Home visit checks where appropriate and/or references
- Issues relating to transporting of guest

- Suitability of activities for family days/leisure time – consent required of both parents of guest and group leader if considering any higher risk activities
- Dates, duration and itinerary for the visit

4. The Home

- If unavoidable, a young person should only be sharing a room with a person of the same sex:
- If young people are sharing the bedroom, there should not be a great age difference between them. A young person must have his/her own bed.
- Access to night-time bathroom facilities should not be via an adult's bedroom.
- Privacy for washing, dressing and undressing must be provided.
- The young person should know the exit route from the house in case of emergencies.
- It is essential that young people and hosts set and agree ground rules at the beginning of the stay.
- Emergency or child protection or other issue – Do you have a Plan B? - another family on standby.

By making expectations clear, problems or embarrassment will be avoided.

5. Culture Shock

- Joining a 'strange' family who speak a different language can be disorientating and even frightening.
- Living in another household is an area which often causes misunderstanding and anxiety, and it is exacerbated by the cultural differences encountered on home exchanges.
- The most common problems resolve around cultural issues e.g. a sense of confusion caused by unfamiliar foods, differences in routine, even driving on the 'wrong' side of the road.
- It is vital that pupils are briefed on the major cultural differences they may experience on the home exchanges. It is essential that these issues are anticipated and discussed with young people before travelling.
- Reassurance should be given that this is a normal reaction and staff should monitor the young people to ensure they settle quickly.

6. Checklist for host families (May need translation)

- I have supplied the relevant information to the school to provide assurances as to my/our suitability to act as a host household and I agree to any necessary but confidential checks being completed
- I have completed and returned the Host Family Stay Information Form
- I have received details of my /our guest/s which includes their diet, any medical concerns, any learning difficulties, and religious or cultural issues and any parental concerns.
- I have been informed about 24 hour emergency contact details and who to contact regarding routine problems.

- I am aware of the code of conduct for this exchange and will brief my guest and my family on curfew, bed times, alcohol, smoking, privacy, acceptable mobile phone TV/DVD/Video viewing and acceptable behaviour in general
- I am aware of the issues that relate to transporting my guest
- I am aware of suitable/unsuitable activities for family days / leisure time and have the consent of both the parents of my guest and the group leader should I/we wish be considering any 'higher risk' activities
- I am aware of the dates, duration and itinerary for the visit.

7. Parents' Meeting

- It is important that parents are fully apprised about the visit in order to make informed decisions including 'Plan B' arrangements.
- Expectations regarding behaviour of pupils, including circumstances in which parents should be prepared for their children to be sent home early, or to be responsible for the collection of their children.
- As detailed a programme of the entire visit as is possible, including family days and acceptable activities that may be provided by host families. e.g. skiing, social events/gatherings, etc.
- An explanation of to what extent pupils may, or may not be, directly supervised by accompanying staff and how they can communicate with those staff.
- Expectations regarding, downtime, 'curfew' times, bed times, alcohol, smoking, use of Internet, mobile phones etc.
- Procedures in case pupils are not happy in their host family homes.

8. Frequently asked questions at parents' meetings include the following:

- Who is hosting my son/daughter and what checks have been made on the accommodation?
- Have the family hosted before and what assurances or checks have been made on their suitability?
- What is the policy regarding alcohol, smoking, drugs, videos, curfews, bedtimes, internet usage, mobile phones etc?
- Can I contact my son/daughter and the group leaders if necessary?
- Can they contact me?
- If my child has a problem, how do they contact leaders and how long would it be before they were visited?
- What experience do the leaders have of this particular visit and visits in general?
- What are the travel arrangements and what are the supervision details during travel periods?
- What are the procedures in case a pupil is not happy in their host family home?

9. Downtime Activity

- Acceptable and unacceptable activities should be discussed with pupils and may form part of a behaviour contract/code of conduct.
- Statistically, 'downtime' accounts for a disproportionate level of accidents and mishaps. It is recommended that the amount of downtime is thus reduced to a minimum and considered carefully.
- The use of the term 'downtime' rather than 'freetime' is a control measure in itself.

10 Bilingual Help Cards

Small pocket sized laminated card with bi-lingual information to include for example:

- The young person holding this card may need help .
- Please contact their leader on the following number .
- Or at the following address . . .
- They are staying at , phone number , etc.

11. Young People - Check List

- Do I know who my host family will be?
- Do I know the address and telephone number of where I will be staying?
- Will I have my own room?
- Have my parents/guardian/carer been given this information?
- Do I have a valid passport and photocopies of these?
- Do I know the 24-hour emergency contact number for my group leader in case of a problem?
- Do I know how to alert the group leader if I am not happy?
- Do I know who will be responsible for me on the journey?
- Do I know who will be responsible for me on the visit?
- Do I know where I will be sleeping and if I will be sharing a bedroom with and if so with whom?

- Do I know what to do if I get lost?
- Do I know of any legal and cultural differences or sensitivities of the visiting countries?
- Do I understand all necessary road safety issues?
- Can I remember my personal safety strategies?
- Do I know what is expected of me with regards to my behaviour and the implication of me agreeing to the code of conduct/contract?
- Have I been told about using my mobile telephone/taking pictures/internet access/video/DVDs etc?

Appendix E

GLENALMOND COLLEGE

Central Record

Glenalmond College keeps a Central Record of all staff that provides confirmation that relevant checks have been taken such as:

- Verification of Identity (Name / DOB / Address)
- Qualifications (Qualifications required to do the job and any professional registrations required)
- Right to work in the UK (Asylum & Immigration Check)
- Overseas Criminal Record Checks (applicable for any employee who has spent a period of time abroad)

This record will be assessed by HMIe and Care Commission Inspectors on a regular basis. Glenalmond College will take remedial action to identify and fill any gaps and update it with new information for staff regularly.

Identity Check

Once the documents have been seen the confirmation sheet must be signed and a copy of the original documents taken (bank statements or bills should not be photocopied as they are confidential). This should be recorded on their personal file and logged on the Central Record. It is vital that there is evidence to prove that Glenalmond College has made the necessary checks. This confirmation sheet is also used in the PVG application process.

Right to work in the UK

Each employee is required to prove their eligibility to work in the UK. On commencing employment, all new employees are required to produce the necessary proof of eligibility to work in the UK (this can also be used for the Identity Check). Once the documents have been copied and signed as true, they will be entered on to the Central Record and then filed in the employee's personal file.

Qualifications (if required for the post)

Qualifications must be evidenced if stated on a person's job specification as essential. If a particular qualification is not needed, then schools do not have to have evidence of it. Some employees may still want to bring in their qualifications. As with the other checks, a copy of the original certificate should be taken. This should then be signed and dated to prove that Glenalmond College has seen the original. Some jobs have clear pre-requisites such as a Cert-Ed, PGCE/PGDE, SVQ, Financial and other professional qualifications; these must be evidenced on their personal file and logged on the Central Record.

Professional Registration (if required)

Some posts require a professional registration with a regulatory body, such as the General Teaching Council for Scotland (GTCS) etc. This needs to be evidenced and placed on file if the person specification states it as an essential prerequisite. As with the other checks, a copy of the original certificate should be taken and signed and dated to prove that the original has been seen (if required) and log it onto the Central Record.

Overseas Criminal Records Disclosure

If a member of staff has lived abroad for a period of time or comes from another country prior to working in the UK, then a PVG check will not give a full picture in respect of any criminal record they may have. In these cases an overseas Criminal Record Disclosure will need to be applied for as well as a PVG check. New employees will have this considered during their pre-employment checks. Currently the process for applying for an overseas Criminal Record changes with each country and there are also issues over translation. At the present time, a note on the Central Record should be made if someone requires an overseas Criminal Records check and from which country. This will assist the School once a robust procedure for this has been agreed.

There is an example below of the Central Record template which should be the minimum recorded by the School. It is recommended that the School records the PVG number as well.

Central Record Template

Identity				Qualifications		PVG	Right to work in the UK	Overseas criminal records check
Name	Address	DOB	Evidenced & Date	Qualifications required: Yes/No	Qualifications evidenced & date	Check evidenced & date	Check evidenced & date	Checks required Yes/No

Glenalmond College places importance on the need for accurate and up-to-date records. If a check has been carried out, but there is no evidence recorded, then the check must be carried out again and evidence recorded on the Central Record.

Appendix F

GLENALMOND COLLEGE

References, Safer Recruitment and professional practices

The guiding principle within the independent sector (and most certainly within HMC) with regard to the references for employees and new appointments is that the process is managed in such a way that there is the minimum disruption to the teaching of the children in our care. As a result the protocol is, typically, as follows:

- Members of the teaching staff ask the Warden to act as their principal reference/referee. All other employees' reference requests must be addressed to the HR Manager.
- For academic posts the second reference would normally be the Head of Department or a line manager in a previous job.
- If a third reference is requested this is often a previous employer or individual who will act as a character reference.
- During this process all employees can clarify and can be reminded of their obligation to give their contractual notice (at least one term of notice in the case of teaching staff).

If a member of staff is moving from one HMC school to another giving any less than the appropriate notice may be considered an act of "poaching" and a breach of our Code of Practice. This means that if any colleagues act as referees without the knowledge or consent of the Warden they are potentially bringing the School into disrepute for encouraging staff to break their contracts. HMC is understandably strong on this matter; if such breaches become commonplace then a notice period will become meaningless and it would not be possible to maintain consistent, high quality teaching for the children at our schools.