



Safeguarding Lead
Pennyman Primary Academy
Tees Valley Education Trust

Job Reference: PPA265



TEES VALLEY
EDUCATION
www.teesvalleyeducation.co.uk

WELCOME LETTER FROM THE TRUST

Dear Applicant

Thank you for expressing an interest in applying for a position working with Tees Valley Education Trust.

The Trust currently comprises of five Academies - Brambles Primary Academy, Discovery Special Academy, Dormanstown Primary Academy, Pennyman Primary Academy and Wilton Primary Academy.

Tees Valley academies believe in excellence as a birthright. All children, regardless of circumstance, have an entitlement to a world class education. The Academy Head Teachers operate in an atmosphere of trust, honesty, integrity and an unwavering commitment to excellence for children. They firmly believe there should be “no excuses or barriers!” in education.

All of the academies are located in areas of significant deprivation and its leaders are passionate about the difference education can make to children’s lives.

Therefore, if you are successful, you will be joining a brilliant team. All of our staff, regardless of their role, work together to ensure that our children are provided with the best education possible.

As a Trust, we are committed to giving our leaders and teachers time to fulfil their professional duties and responsibilities. We also offer you the opportunity to work in a vibrant, supportive and friendly atmosphere where you will be enabled to develop both personally and professionally.

Enclosed with this recruitment pack you will find the advert, job description and person specification for the post along with an application form, safeguarding information and guidance on how to apply. If you wish to apply, then please make sure that you complete the application form fully. Please do not attach a curriculum vitae: we will only consider information completed as part of the application form.

Yours faithfully

Katrina Morley

Chief Executive Officer

ADVERTISEMENT

Safeguarding Lead

Pennyman Primary Academy

Status: Permanent

Required: Monday 6th November or as soon as available

Salary: NJC POINT 22-24 (FTE £29,439- £31,099), pro-rata (£28,693- £30,311)

Hours: 37 hours (full time) Term Time plus 6 weeks (including PD Days)

Reporting to: Headteacher

About the Trust

The Trust was established in 2015 and provides education and enrichment activities to more than 1100 children across five Academies, located in Middlesbrough and Redcar and Cleveland local authority areas. Academies within the Trust are:

- Brambles Primary Academy (3 to 11 years),
- Discovery Special Academy (2 to 16 years),
- Dormanstown Primary Academy (3 to 11 years),
- Pennyman Primary Academy (3 to 11 years), and
- Wilton Primary Academy (3 to 11 years).

About the role we are looking to appoint:

Pennyman Primary Academy is a thriving inclusive learning community for 410 pupils from Nursery to Year 6. Pennyman Primary Academy is a larger than average sized primary school. It is a mainstream academy with a specialist designated unit for children with complex physical and medical needs and associated communication and learning needs. We are seeking to appoint an enthusiastic and committed safeguarding lead to join the academy team.

The role involves supporting pupils and their families to overcome any barriers, so that the child can successfully access their education. You will be integral in ensuring that your work with our children and families, together with links with parents, wider professionals and stakeholders supports the vision to ensure all of our children have the essential knowledge, learning dispositions and key values to embrace the opportunities and challenges they encounter. The successful candidate will demonstrate a commitment to the safeguarding and support of children so that they have the best chances to engage in their learning every day.

The ability to develop positive relationships with all stakeholders, excellent communication and organisational skills, together with the drive and initiative to make a difference to the lives of our children are essential for this role. Both the Trust and the academy has a strong inclusive ethos. The best interests of the children are central to our decision making.

This is an exciting role offering a varied and challenging key position in a busy and rewarding working environment with access to continuous professional development, as part of a highly functioning team.

We can offer:

- A committed senior leadership team that puts the child at the centre of school improvement
- The opportunity to contribute to shaping the future of safeguarding, welfare and inclusion even further
- A forward-thinking academy, which is committed to improvement through evidence-based research
- An excellent learning environment for children with a strong community ethos
- Hard working, committed and dedicated staff who strive to gain the best outcomes for all of our children
- Dedicated children who love coming to the academy and are encouraged to be the best they can be
- A passionate and high performing team of professionals across the trust to learn from and contribute to.

What the Trust will provide the successful candidate with:

- A workplace where all staff are valued and treated with respect as outlined within the Trust's Diamond Standards

- A passionate, enthusiastic and supportive Leadership Team
- A listening and learning organisation where all staff are encouraged to be curious and share ideas for the Trust/academies/team to improve
- Hard working, committed and dedicated staff who strive to gain the best outcomes for all children across the Trust's academies
- Dedicated approach to children's learning to encourage them all to be the best they can be
- Career enhancement opportunities within areas of interest as well as supporting ongoing professional development and training specific to job role
- Dedicated line manager to discuss work streams and capacity
- Free access to the Trust's Wellbeing offer, which includes counselling, access to GP, Mindfulness and so much more.
- Free parking
- Enrolment into the local government pension scheme
- All support contracts are employed on National Joint Council (NJC) for local government services (also known as Green book)
- Benefits of the Trust's Staff Charter which can be found at [TVED Staff Charter](#).

Safeguarding requirements for the role:

Tees Valley Education Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared. The Trust's Recruitment of Ex-Offender policy can be requested or visit the Trust's website.

Applications are invited from prospective candidates who demonstrate that they are able to meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join an outstanding team and help continue the journey towards excellence.

JOB DESCRIPTION – SAFEGUARDING LEAD

To provide comprehensive and strategic coverage of daily tasks involving oversight of safeguarding and child protection including punctuality, attendance and inclusion support. As Deputy Designated Safeguarding Lead, you will play a lead role in the running of systems that provide care and support for pupils and their families. The aim of this role is to support children's well-being by breaking down barriers to learning by liaising closely with all academy staff, parents and carers as well as partner agencies. This role also involves coordination of transport for all pupils, liaising with local authority transport teams, completing transport referrals and ensuring all information is up to date. You will also coordinate, chair and quality assure annual review processes for pupil Education, Health and Care plans and paperwork, again liaising with the local authority SEND team and families.

SAFEGUARDING

- Deputy designated Safeguarding Lead working in partnership with the academy's safeguarding team, and under the line management of the Head Teacher, to ensure that all children are protected, following policies and procedures rigorously
- Offer advice, support and guidance to colleagues to ensure children are safeguarded effectively
- Attend child protection conferences and other meetings related to the safeguarding and well-being of children
- Write reports and liaise with other agencies to ensure children are safeguarded
- Demonstrate the effectiveness of safeguarding through annual reviews and act upon recommendations
- Ensure staff are appropriately trained for safeguarding in line with legal requirements, understanding individual LA social care thresholds, and best practice
- Liaise with senior leaders with particular reference to vulnerable students
- Lead referrals to outside agencies relating to safeguarding
- Work with external agencies to remove barriers for SEND, CLA (children looked after), vulnerable or targeted students
- Liaise with parents as required (regular and unannounced home visits are essential to the role)
- Develop and maintain positive relationships with parents and carers
- Providing professional challenge when required, to ensure that pupils are fully supported and able to achieve
- Feedback to SLT each week
- Act as the lead professional in safeguarding matters, including medical matters, when the headteacher and Deputy Headteacher are offsite
- Act as the lead professional providing support to children, families and other agencies
- Keep a high profile around the academy and be visible and active during non-structured time.

ATTENDANCE

- Monitor and track attendance daily and by led by the AHT who leads on attendance.
- Identify attendance problems and work with children, families and external agencies to find solutions
- Prepare regular attendance reports and present them at senior leadership meetings
- Ensure staff understand the importance of attendance and the impact of non-attendance on the safety, wellbeing and progress of children
- Refine and review strategies and policies to improve academy attendance
- Support the academy in fulfilling its statutory duties in relation to attendance
- Lead on Attendance Case Conferences and be capable of instigating legal action following appropriate protocols
- Meet with Ofsted inspectors and provide detailed information relating to attendance and punctuality and case studies, as required.

SUPPORTING CHILDREN AND FAMILIES

- Work with external agencies (eg; Early Help, Social Care, Occupational Therapy) in the best interests of the children
- Be a point of contact for parents and carers
- Help parents, carers and families find support by 'sign posting' them to appropriate agencies including SENDIASS
- Find ways to build good relationships with parents, carers and families to safeguard their children
- Advise on Personal Budgets/Direct payments and signposting parents to other sources of funding and support
- Coordinate and broker alternative education for pupils who are excluded or accessing alternative provision

INCLUSION SUPPORT

- Liaise with LA transport teams and lead on transport arrangements at the academy
- Be available and visible to parents and carers who bring their children at the start and end of the academy day
- Lead referrals to outside agencies relating to access and inclusion
- Under the guidance of the Assistant Headteacher, schedule annual reviews of Education Health Care Plans
- Research, prepare and apply for grants and funding streams to support inclusion
- Prepare reports and documents for submission to any potential Tribunal/appeals process related to place planning and admissions
- Ensure all records relating to safeguarding, inclusion and accessibility, both electronic and paper, are up to date, accurate and properly managed. This includes SIMS records, information about dietary needs, medical needs and interpreters
- Manage the transition process ensuring correct file transfer procedures

OTHER PROFESSIONAL REQUIREMENTS

- Lead safeguarding and attendance meetings and other meetings relevant to the academy
- Participate in annual reviews of performance providing clear evidence of impact and case studies
- Participate in training as appropriate
- Ensure all appropriate information and communications are disseminated to appropriate staff
- Fire Marshall duties in the case of fire and/or emergency evacuation where applicable
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation
- Operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them
- Ensure high level of professional competences by attending regular training and self-study
- Maintain the dignity and respect of children, families and colleagues through professional behaviour and appropriate levels of confidentiality.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the headteacher or the incumbent of the post. The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

Signed (Employee)		
Date:		
Signed (on behalf of employer):		Name and Role:
Date:		

PERSON SPECIFICATION		
QUALIFICATIONS & EXPERIENCE	AM	E/D
An understanding of legislation relating to academy attendance, safeguarding and child protection.	A, I, R	E
An ability to keep up to date with new legislation and best practice regarding attendance, safe guarding, child protection and family support; providing training, guidance and advice to others.	A, I, R	E
A knowledge and understanding of the education system and the local education authority.	A, I, R	E
Significant experience of working in a related area of work.	A, I, R	E
Educated to GCSE level or above.	A, I	E
Has an appropriate professional qualification, e.g. DipSW/DipConnexions / NPSLBA.	A, I	E
Driving Licence and access to a car.	A, I	E
Positive Handling training or willingness to become a trainer.	A, I, R	D
Experience of the annual review process related to Education, Health, Care Plans including appeals, admissions and the Tribunal process.	A, I, R	D
A willingness to study for further appropriate professional qualifications.	A, I, R	D
Experience of working with children and improving access to services and support.	A, I, R	D
Knowledge of a range of external agencies to support children and families.	A,I,R	D
KNOWLEDGE, ABILITIES AND SKILLS		
Knowledge and understanding of legislative matters related to SEND and the Code of Practice including appeals and tribunals.	A, I, R	D
Ability to prioritise workloads and manage time effectively.	A, I	E
Demonstrable negotiating and problem-solving skills.	A, I, R	E
Ability to relate and deal effectively with clients, colleagues and external agencies at all levels including being confident to offer professional challenge.	A, I, R	E
Ability to assimilate, analyse and action information from a variety of sources.	A, I, R	E
Ability to work with challenging families and be assertive, where appropriate.	A, I, R	E
Ability to work as an effective team member.	A, I, R	E
Self-motivation and ability to use initiative.	I, R	E
Excellent oral and written communication skills, including the preparation and sharing of a range of reports.	A, I	E
Ability to welcome, engage with and positively support all stakeholders.	I	E
Excellent interpersonal skills.	I, R	E
Flexible and adaptable.	A, I, R	E
Commitment to and understanding of equal opportunities and child protection.	A, I, R	E
Commitment to excellence to provide the best possible outcomes for children.	A, I, R	E
Tenacity, enthusiasm and drive.	A, I, R	E
Ability to/willingness to contribute to the whole school context (including INSET).	A, I, R	D
A proven track record of innovation, coupled with a desire to further improve outcomes for young people and their families.	A,I	D

AM (Assessment Method) - A - Application Form, I - Interview, R – Reference

E – Essential

D – Desirable

Important: In the first instance, applications are assessed against the criteria listed above, in addition to overall presentation, use of standard English and grammatical accuracy.

Where applications do not meet the expected standard, they will be rejected before being matched to the person specification.

HOW TO APPLY AND EXPLANATORY NOTES OF THE PROCESS

An application form is attached below. Application packs can be downloaded or printed directly from the Trust website www.teesvalleyeducation.co.uk or requested from the Academy. Only applications on the Trust's official application form will be accepted. Please do not submit a CV as substitute for part or full application form, the information will not be accepted or considered.

If you are submitting your completed application form by e-mail to pennyman@tved.org.uk - please be aware that the academy cannot be responsible for any formatting anomalies when printing. **Please add Pennyman Safeguarding Lead as the subject.** If you are unable to submit an electronic application form, hand written or electronic printed copies should be posted or hand delivered to the following address for the attention of **Mrs L Stogdale**.

Tees Valley Education

Pennyman Primary Academy
Fulbeck Road
Netherfields
Middlesbrough
TS3 0QS

Shortlisting Process

After the closing date, shortlisting will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

Shortlisted candidates will receive:

- Letter confirming interview details.
- Details of original ID documentation is required to confirm candidates. Photocopies or certified copies are not accepted.
- Criminal Record Self-Declaration Form, which must be brought on the day of the interview in the sealed envelope provided.

References for successful Candidate/s

We may seek references for shortlisted candidate/s, we may also approach previous employers for information to verify particular experience or qualifications before the interview. Finally, we may also undertake a social media search in accordance with Keeping Children Safe in Education guidance. Any relevant issues arising from references will be taken up post interview.

Interview Process

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

-
- Verification of right to work in the UK
 - Receipt of at least two satisfactory references (if these have not already been received)
 - Verification of identity checks and qualifications
 - Satisfactory enhanced DBS check
 - Verification of professional status such as e.g. QTS Status, NPQH (where required)
 - Satisfactory completion of a Health Assessment
 - Satisfactory completion of the probationary period (where relevant)
 - Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

Visits to the academy are actively encouraged and should be arranged by contacting the academy office either by telephone on 01642 314750 or email pennyman@tved.org.uk

Please contact the academy office on 01642 314750 to arrange a visit.

Thursday 21st September - 1.30pm

Thursday 21st September - 4.00pm

Friday 22nd September - 10.00am

Wednesday 27th September - 10.00am, 1.30pm and 4.00pm

For your information, the recruitment timetable is detailed below:

Closing date: Monday 2nd October at 12.00noon

Shortlisting date: Monday 2nd October 2023

Interview day: Monday 9th October 2023

Contract Start Date: Monday 6th November 2023.

EQUALITIES INFORMATION AND OBJECTIVES STATEMENT

As an academy we ensure that our vision, values and ethos meet the expectations of the equality and diversity guidelines and legislation set out by the Equality and Human Rights Commission. This includes the following 9 protected characteristics:

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnerships
5. Pregnancy and Maternity
6. Race
7. Religion or belief
8. Sex
9. Sexual Orientation

Objectives Statement

1. To support children's sensory, academic and communication skills to enable them to develop holistically.
2. To ensure high expectations across all aspects of the academy (as outlined in objective 1) to ensure children make the best progress according to their individual starting points.
3. To continue to monitor attendance of all groups of children in the academy.
4. To review levels of parental and pupil engagement in learning and academy life, across all activities and ensure equality and fairness in access and engagement.
5. To ensure the academy environment is as accessible as possible to pupils, staff and visitors.

EMPLOYMENT APPLICATION FORM

Please complete all sections of the form fully: CVs will not be accepted. Please note that providing false information will result in the application being rejected or withdrawal of any offer of employment, or dismissal if you are in post. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink.

Vacancy Job Title		Job Ref Number	
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PART 1

INFORMATION FOR SHORTLISTING AND INTERVIEWING

Salutation (Mr, Ms, Miss, Mrs, Dr etc)	
First Name:	
Middle Name/s:	
Surname/family Name:	
Contact email address:	
Contact telephone number	
Social Media Tag names e.g. Twitter/Facebook/Instagram/LinkedIn etc	

2. LETTER OF APPLICATION Please enclose a letter of application of no more than 2 A4 pages which details why you are suitable for the post, your experience to date and how this meets the person specification.

3. PRESENT / LAST APPOINTMENT

Name, address and telephone number of last employer/school/academy	
Job title	
Date appointed to current post	
Permanent/Temporary	
Full Time/Part Time	
Current salary	
Notice period	

4. FULL CHRONOLOGICAL HISTORY

Please provide a full history in chronological order (most recent first) since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job Title or Position	Name and address of school, other employer, or description of activity	Dates				Reason for leaving
		From		To		
		Mth	Yr	Mth	Yr	
1						
2						
3						
4						
5						
6						
7						
8						

Please enclose a continuation sheet if necessary

5. SECONDARY EDUCATION & QUALIFICATIONS

Name of School/College	From	To	Qualifications Gained (Date and Grade)

6. HIGHER EDUCATION

Names and Addresses of University or College and/or University Education Department	Dates From To	Full or Part-time	Courses/subjects taken and Grade	Date of Examination and Qualifications Obtained

7. PROFESSIONAL COURSES ATTENDED Please list relevant courses attended in past 3 years.

Subject	Organising Body	Date(s)	Duration

8. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS

9. REFEREES

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

First referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	
Please tick if you <u>do not</u> wish this referee to be contacted prior to interview <input type="checkbox"/>	
<i>(Please be aware that this could delay the interview process)</i>	

Second referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	

Please tick if you **do not** wish this referee to be contacted prior to interview

(Please be aware that this could delay the interview process)

PART 2

This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

10. PERSONAL INFORMATION

Surname or family name	
All previous surnames	
All forenames	
Title	
Date of Birth	
Current Address	
Postcode	
Resident at this address since	
Home telephone number	
Mobile telephone number	
Email address	
National Insurance Number	
Have you ever been subject to a child protection investigation by your employer or the General Teaching Council/Teaching Agency/former Independent Safeguarding Authority?	Yes No If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions.
Are you subject to any legal restrictions in respect of your employment in the UK?	Yes No If YES please provide details separately
Do you require a work permit?	Yes No If YES please provide details separately
Are there any special arrangements which we can make for you if you are called for an interview and/or work-based assessment?	Yes No If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).
Are you related to or have a close personal relationship with any pupil, employee, trustee, member or local academy chair?	Yes No If YES give details separately under confidential cover
TEACHERS ONLY	
Early Career Teachers ONLY: Have you provided evidence of passing the Skills Tests? <i>Please tick or cross</i>	Numeracy Literacy ICT (if applicable)
DfE reference number (if applicable)	
Did you qualify as a teacher after May 1999? (if applicable)	Yes No If Yes, in which school was induction completed?

11. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service. Failure to declare any convictions (that not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Do you have **ANY** convictions, cautions or reprimands, warnings or bind-overs?
Please tick the relevant box

Yes No

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and bring this with you on the day of your interview. If you would like to discuss this beforehand, please telephone in confidence to the Headteacher for advice. In accordance with statutory requirements, an offer of employment will be subject to satisfactory DBS clearance.

12. UK GDPR and DATA PROTECTION ACT

The information collected on this form will be used in compliance with the UK GDPR and Data Protection Act 1998. The information is collected for the purpose of administering the employment and training of employees. The information may be disclosed, as appropriate, to trustees, Occupational Health, DfE, Teachers Pensions Agency and local government pensions scheme, Department for Education, pension, payroll and personnel providers including relevant statutory bodies. For further information refer to the trust's privacy policy via Tees Valley Education website: <https://www.teesvalleyeducation.co.uk/>.

You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud.

13. NOTES

- a) When completed, this form should be returned in accordance with the instruction in the advertisement for the job or in the applicant's information pack.
- b) Canvassing, directly or indirectly, an employee, trustee, member, local academy chair will disqualify the application.
- c) Candidates recommended for appointment will be required to complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

14. DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or dismissal if I am in post. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of applicant

Date

Print name

This section of the application form will not be available to the shortlisting/interview panel.

PART 3 EQUALITY AND DIVERSITY MONITORING

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the UK GDPR and Data Protection Act.

Ethnic Group	Workforce Census Code	Please tick	
White	WBRI	British English Welsh Northern Irish Scottish	
	WIRI	Irish	
	OOTH	Irish Traveller	
	OOTH	Gypsy	
	WOTH	Other White background	
Mixed	MWBC	White and Black Caribbean	
	MWBA	White and Black African	
	MWAS	White and Asian	
	MOTH	Other Mixed background	
Asian or Asian British	AIND	Indian	
	APKN	Pakistani	
	ABAN	Bangladeshi	
	CHNE	Chinese	
	AOTH	Other Asian background	
Black or Black British	BCRB	Caribbean	
	BAFR	African	
	BOTH	Other Black background	
Other ethnic group	OOTH	Arab	
		<i>Write in:</i>	
Prefer not to say	REFU		

Religion*Please tick*

No religion	<input type="checkbox"/>
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	<input type="checkbox"/>
Buddhist	<input type="checkbox"/>
Hindu	<input type="checkbox"/>
Jewish	<input type="checkbox"/>
Muslim	<input type="checkbox"/>
Sikh	<input type="checkbox"/>
Any other religion <i>write in</i>	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>
	<input type="checkbox"/>

Disability*Please tick*

Do you consider that you have a disability?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>
My disability is: <i>Please tick</i>	
Physical Impairment	<input type="checkbox"/>
Sensory Impairment	<input type="checkbox"/>
Mental Health Condition	<input type="checkbox"/>
Learning Disability/ Difficulty	<input type="checkbox"/>
Long standing illness	<input type="checkbox"/>
Other	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>
	<input type="checkbox"/>