

To: Headteachers of all maintained schools

County Hall
Matlock
Derbyshire
DE4 3AG

Date: 09/12/2022

Dear Headteacher

Pre-Employment Health Questionnaire Update

The pre-employment health questionnaire has been updated to capture who the result of the medical clearance for the employee should be sent to at school.

The new form should be used with immediate effect and the appropriate email address for the result to be sent to at the school included; the form can be accessed via the following link: <https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/human-resources/occupational-health-and-counselling-services.aspx>

Contracts of Employment

Contracts of employment will now be issued with a conditional offer/subject to medical clearance statement. It is the school's responsibility to ensure that all employees are fully medically cleared to undertake the role that they have been successful in applying for. It is the responsibility of the school to complete **all** pre-employment checks prior to engagement. Schools should ensure that medical questionnaires are returned to Occupational Health as soon as possible. Please note separate medical clearance forms may be required where an employee holds multiple roles.

A written statement of employment particulars ("S1 Statements") should then be issued containing this subject to medical clearance statement.

HR Services Traded payroll team is currently undertaking a review of the employment particulars around medical clearances and any outstanding S1 Statements will be issued as soon as possible. Please allow time for HR Services to issue any outstanding contracts as a result of this proposed change.

Occupational health will alert the school when an individual is medically cleared provided the health questionnaire has been completed accurately with the recipients email address included for the result to be sent to. All medical clearance queries should be directed to Occupational.Health@derbyshire.gov.uk

Important Information - Medical Clearance & Portability Within a School Setting

For each role applied for within a school, medical clearance is required unless the role is a second one within the same school and the duties are the same or very similar. For second/third/fourth roles within the same school where the duties of the role applied for differ, medical clearance is required and therefore a further pre-employment form should be completed and forwarded to Occupational Health. Portability of medical clearance is only permissible if the duties of the roles are the same or very similar and do not differ.

If an employee who is medically cleared leaves one Derbyshire school and takes up a post within another Derbyshire school either in the same job role or a very similar job role then as long as there is no break in service of 3 months or more portability can be used by that school.

Some job roles have portable clearance which can be used in other jobs outlined on the guidance below.

Group 1

- Teacher
- Teaching Assistant
- Cover Supervisor
- Clerical/Admin
- Clerk to Governors.

Group 2

- Senior Midday Supervisor
- Midday Supervisor
- Breakfast Club Assistant

Group 3

- Caretakers
- Handyman

Group 4

- Cook
- Kitchen Assistant

If someone is appointed that falls into one of the categories above and the school is happy to use an existing clearance, this should be confirmed on the new starter form submitted to HR Services by stating 'accept medical portability' in the date Med 1 issued by school box. To use the portable medical clearance the school should be satisfied that the employee has had no break in service and that the duties for the new post are comparable with the previous post as per the groupings above.

All other non-portable posts require completion of the appropriate medical form and this should be submitted to occupational health via the employee as it is their own

personal data to declare. The school should not send in the form as this could compromise data protection guidelines for the individual being appointed.

All queries relating to medical clearance should be sent to Occupational.Health@derbyshire.gov.uk or alternatively phone 01629 536969.

Yours faithfully

A handwritten signature in black ink that reads "M. P. Edinboro". The signature is written in a cursive style with a large initial 'M' and a distinct 'P'.

Matthew Edinboro
Senior HR Consultant Traded Payroll