

**Application and Recruitment Process: Explanatory Note**

Applications will be accepted only from candidates completing the school's Application Form in full. With the Application Form, please send an accompanying letter of application and a curriculum vitae.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants should be 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. Please see the job description for the post.

Successful applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and application for an enhanced disclosure from the Disclosure and Barring Service. The post is exempt from the Rehabilitation of Offenders Act 1974, and therefore all relevant convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. 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 on the Disclosure and Barring Service website. Candidates must not have been disqualified from working with children, must not have been named on the Children's Barred List, and must not have been subject to any sanctions imposed by a regulatory body. Details of any relevant convictions, cautions or bind-overs must be passed to the Headmistress before interview in a sealed envelope marked 'confidential'.

Before interview, we shall seek references on shortlisted applicants and may approach any previous employers for information to verify particular experience or qualifications.

If a candidate is currently working with children, on either a paid or voluntary basis, his or her current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the employee has been the subject of any Child Protection allegations or concerns, and, if so, the outcome of any enquiry or disciplinary procedure. If a candidate is not currently working with children but has done so in the past, that previous employer will be asked about those issues. Where neither the current nor previous employment has involved working with children, the current employer will still be asked about the candidate's suitability to work with children, although the employer may, where appropriate, answer 'Not Applicable' if the employee's duties have not brought him or her into contact with children or young persons.

Applicants should be aware that provision of false information is an offence and could result in an application being rejected or summary dismissal if the applicant has been selected and possible referral to the Police and/or the DfE Children's Safeguarding Unit.

**Right to Work in the UK (Immigration, Asylum and Nationality Act 2006)**

If an applicant is invited to interview, the applicant should bring to the interview original proof of the applicant's right to work in the UK. The list below may help in providing such a document; (a full list can be found at [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)).

**Either** one of these documents:

- a United Kingdom (UK) or European Economic Area (EEA) Passport
- a current Biometric Residence Permit or current passport endorsed to show that the holder is allowed to stay indefinitely in the UK

**Or**

- a document with evidence of the applicant's name and a permanent National Insurance number issued by a Government agency or a previous employer

**and** one of the following:

- birth certificate
- a certificate of naturalisation/registration as a UK citizen
- an endorsed letter from the Home Office

## **RECRUITMENT OF EX-OFFENDERS POLICY**

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, the school complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed. The school complies with the Code of Practice and the Data Protection Act 1998 in relation to the handling, use, storage, retention and disposal of all disclosure information.

The school is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. The school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. The school selects all candidates for interview based on their skills, qualifications and experience.

A DBS check is required for all staff working in school and for anyone who might come into regular contact with pupils. This might include volunteers and all those aged over 16 years old who reside on site or visit overnight and have access to the boarding houses. Application forms, job advertisements and recruitment guidance will contain a statement that a DBS check will be requested in the event of the applicant being offered the post.

The school encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. The school requests that this information is sent under separate confidential cover to the Head, and guarantees that this information will be seen only by those who need to see it as part of the recruitment process. Applicants are asked to provide details of any convictions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website: [www.gov.uk/government/publications/dbs-filtering-guidance](http://www.gov.uk/government/publications/dbs-filtering-guidance).

The school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, for example, the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, the school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The school makes every subject of a DBS check aware of the existence of the Code of Practice. A copy is posted on the Staff Vacancies page of the school's website and a hard copy is available on request.

The school undertakes to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

This policy on the recruitment of ex-offenders is made available to all applicants at the outset of the recruitment process.