**Safeguarding Statement**

The following statement is attached to job adverts and application forms:

*“To protect the public, the post for which application is being made is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered as “spent” in relation to this application and which you consider relevant to the applicant’s suitability for employment. Any such information will be kept in strictest confidence, and used only in consideration of the suitability of this applicant for a position where such an exemption is appropriate.*

*This reference should be treated in confidence within Baylis Court Trust, however please be aware that if the applicant makes a subject Access request under section 7(3) of the DPA 1998 we may have to disclose the contents of the reference.”*

The following statement is also attached (see overleaf):

**Safeguarding Recruitment Statement**

***Applicants are advised that:***

* Applications will be scrutinised to ensure they are fully and properly completed, that the information provided is consistent and does not contain any discrepancies or gaps in employment.
* The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought and obtained directly from the referee.
* Employers will be asked about disciplinary offences, including those which have expired.
* The post for which you are applying is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.
* If successful in the selection process, you should be aware that you will be required to undergo an enahanced check carried out by the Disclosure Barring Bureau to identify that you are a suitable person to work with children. Further checks will be made at regular intervals thereafter.
* An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position, i.e. classified as working with children. (Criminal Justice and Court Services Act 2000).
* Confirmation of your identity will be undertaken through the production of birth certificate / marriage or divorce certificate / passport, and educational / professional qualifications will be verified.
* Baylis Court Trust will only offer appointments if the above checks are satisfactory; and will allow no unsupervised access to children before completion of all checks.
* Prior to the formal interview teaching applicants will be asked to teach a lesson to enable first hand observation of their interaction with pupils and their abilities as a teacher. A standard lesson observation sheet will be used to record the results of the lesson observation. Because the requirements of the observation session vary according to the teaching role being observed, the sheet will be amended at the start of each teaching recruitment activity. Feedback from lesson observations will be taken into account by the panel when carrying out the subsequent interview.