



## WOODBIDGE SCHOOL

### **APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTES**

#### **APPLICATION FORM**

- Applications will only be accepted from candidates completing the relevant application form in full. CVs will not be accepted in substitution for completed application forms in the absence of good reason, although you may refer to the CV in the relevant section of the application form.
- Applications may be made electronically or as a hard copy. Applicants will be asked to sign a hard copy if appointed.
- Candidates 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 job description for the post.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) and therefore all relevant convictions, cautions and bind-overs, including those regarded as 'spent' must be declared (see below).
- 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. Please check this information carefully. If your application is successful and you did not disclose any relevant convictions or other sanctions it could result in dismissal or disciplinary action being taken against you
- Where appropriate the successful applicant will be required to complete an enhanced disclosure from the Disclosure and Barring Service (DBS) at the appropriate level for the post. Additionally, successful applicants should be aware that they are required to notify the school immediately if they are any reasons why they should not be working with children. This include any staff who are disqualified from childcare or registration including "by association" ie relevant offence (please see a list of the relevant offences set out here:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/384712/DBS\\_referrals\\_guide\\_-\\_relevant\\_offences\\_v2.4.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/384712/DBS_referrals_guide_-_relevant_offences_v2.4.pdf)

- The “by association” requirement also applies if you live in the same household as or someone is employed in your household who has been disqualified from working with children under the Childcare Act 2006. The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later year childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

## **INVITATION TO INTERVIEW**

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- Successful candidates will need to provide original documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- Candidates must also provide the required original documentation to confirm identity/current address/right to work etc (document copies will not be acceptable). You may be asked to bring these documents with you to interview or if your application is successful, after you have accepted our offer. In either case, full details of required documents will be detailed in the relevant correspondence.

## **CONDITIONAL OFFER OF APPOINTMENT: PRE-APPOINTMENT CHECKS**

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references;
- verification of identity and qualifications;
- evidence of right to work in the UK;
- a satisfactory check against the Children’s Barred List as appropriate;
- a satisfactory enhanced Disclosure and Barring Service (DBS) disclosure
- (for certain appointments) satisfactory declaration that neither they nor anyone who lives in the same household is a disqualified person under the Childcare (Disqualification) Regulations 2009
- (for teaching posts) verification that the teacher is not subject to a prohibition order issued by the Secretary of State
- (for teaching posts) verification of professional status such QTS Status, NPQH (where required);
- (for teaching posts) verification of successful completion of the statutory induction period, if applicable (applies to those who obtained QTS after 7 May 1999);
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;

- (for teaching posts) verification of medical fitness in accordance with DCFS Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training;
- (for support posts) declaration and/or verification of medical fitness;
- satisfactory completion of the probationary period where applicable
- If you are undertaking a relevant management/leadership position, evidence that you have not been prohibited from participating in the management of independent schools (also known as “section 128 directions”)

## REFERENCING

- ‘To whom it may concern’ references will not be accepted;
- We will ask for contact details of two referees, one of whom must be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character;
- We will seek references on selected candidates and may approach any previous employers for information to verify particular experience or qualifications at the time we are ready to make a conditional offer of employment;
- References will not be accepted from relatives or from people writing solely in the capacity of friends;
- If you are currently working with children, on either a paid or voluntary basis, your 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 you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure;
- If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may be appropriate for your referee to answer ‘not applicable’ if your duties have not brought you into contact with children or young persons;
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed.

## **Policies**

The school will refer to the Department for Education (DfE) document, “Keeping Children Safe in Education” and any amended version in the carousing out the necessary required DBS checks.

The school complies with the provisions of the DBS Code of Practice, a copy of which is available on request.

***Retention and Security of Records***

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS code of Practice and its obligations under its Data Protection Policy.

***Recruitment of Ex-offenders***

The School will comply with the provision of its policy on recruitment for ex-offenders, a copy of which is available on request.

**PLEASE NOTE**

Where a candidate is:

- found to be on the Children's Barred List, or the DBS disclosure shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children;

the facts will be reported to the Police and/or the appropriate regulatory/statutory body. We comply fully with the DBS Code of Practice, more information is available at <http://www.homeoffice.gov.uk/publications/agencies-public-bodies/CRB/about-the-crb/crb-cop?view=Binary> or on request.