

**SAFER RECRUITMENT STATEMENT**

The Governing Body are committed to safeguarding and promoting the welfare of children and young people in school. Elutec complies with the statutory legislative requirements and guidance that seeks to protect children including “Keeping Children Safe in Education Guidance” (September 2019). In order to meet this responsibility, we carry out a rigorous selection process to discourage and screen out unsuitable candidates.

**Safer Recruitment**

Job descriptions and person specifications make reference to safeguarding and child protection and all posts are subject to a Disclosure and Barring Service Certificate (DBS).

All advertisements include our safeguarding statement and commitment.

**Application Stage**

* All applicants are scrutinised to verify identity and academic or vocational qualifications
* Professional references are requested using our standard proforma for shortlisted candidates
* References must cover a period of the last 5 years of employment. As a minimum these should be from the two most recent employers
* References are checked against previous employment history and gaps in employment
* Our standard reference proforma makes reference to suitability to work with children and young people
* Professional references must be obtained from professional email address
* The application form requires applicants to complete a disclosure of any criminal convictions

**Shortlisting**

Only those candidates meeting the criteria outlined in the person specification will be shortlisted.

**Interview**

1. Those shortlisted will take part in an in-depth interview process
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form; this includes their employment history
3. Candidates, at the end of their interview, will be reminded of their responsibility to disclose criminal convictions that are subject to DBS check if they have not already done so on the application
4. Proof of right to work in the UK must also be provided at interview

**Appointment**

**Disclosure and Barring Service**

* A Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts
* Fitness to work declaration will be required following appointment to ensure that a candidate has the health and physical capacity for the job
* Keeping Children Safe in Education declaration
* Further identity checks to determine you are who you say you are
* Inclusion on our Single Central Register (SCR)

**Probation**

All new staff will be subject to the Elutec probation procedure for a period of six months. The probation period is to enable the assessment of an employee’s suitability for the job for which they have been employed which includes the monitor and review of the performance of new staff in relation to various areas but also in terms of their commitment to safeguarding and relationships with students.

**Equal Opportunities**

Elutec recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. Elutec takes positive steps to create an employment culture through its Board of Governors, Principal and other employees in which people can feel confident of being treated with fairness, dignity and tolerance in irrespective of their individual differences. This commitment extends beyond the relationship between, and conduct of, employees and potential employees, to the whole community and others connected with it. Elutec is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

**Data Protection**

Elutec is committed to ensuring that your privacy is protected. By signing this contract, you agree for Elutec, and/or agents appointed by Elutec, to process your personal data, including “sensitive personal data” as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administration, as well as, complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring information) may be shared with the partner organisation that provide services to Elutec. A full list of these organisations is available upon request. Further information about how and why we collect your data can be found on the Elutec Privacy Notice for Applicants.