



OSH

OLD SWINFORD HOSPITAL

Safe Recruitment Procedure

Old Swinford Hospital is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, our School follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure and Barring Service and the employment of ex-offenders

Old Swinford Hospital uses an Umbrella Body with the Disclosure and Barring Service (DBS) for the purposes of obtaining access to the criminal record checks for employment and voluntary appointments. There is a legal obligation for Old Swinford Hospital to ensure so far as possible that those who take up appointments do not pose a risk to the children in its care. It is therefore important for the School to apply for and review the past criminal records of any successful applicants for positions, before making a formal offer of appointment. The School considers it also essential that the confidential and personal Disclosure information from the DBS is used fairly and sensibly in order to avoid unfair discrimination of applicants for appointments at the School. Candidates are selected for interview based on their skills, qualifications and experience: Old Swinford Hospital actively promotes equality of opportunity for all with the right mix of talent, skills and potential. Possession of a criminal record is not necessarily a bar to employment by the School.

An enhanced Disclosure and Barring Service Certificate and subscription to the DBS update service will be required for all posts.

Immigration, Asylum & Nationality Act 2006

Under the terms of Immigration, Asylum & Nationality Act 2006, we are required to make basic checks on everyone at interview ensuring all employees have a right to work in the UK.

Shortlisting

Only those candidates meeting the right criteria will be short listed.

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.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates and, where necessary, employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months. The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the School with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

Equal Opportunities

Old Swinford Hospital welcome applications from suitably qualified candidates irrespective of their gender, marital status, religion, belief, colour, race, ethnicity, social group, sexual orientation, disability or age. All appointments are made solely on the basis of merit.

The only exception to this policy are in respect of certain posts where the gender of the postholder may be specified and leadership posts which may be designated by the Governors as requiring the postholder to be in sympathy with specific Christian character of the School.

Privacy Statement & Data Protection

If you apply online for a position with Old Swinford Hospital we will use the information you provide to assist in the recruitment and selection process.

Under the Data Protection Act 1998, the general information that you supply about yourself is known as your personal data and information about any criminal convictions, ethnic origin and health, amongst other things, is called 'sensitive personal data'

We will process (e.g. record and use) your personal and sensitive personal data in the context of equal opportunity monitoring. We will not pass on your information to third parties. Your personal information will be retained only for as long as necessary to fulfil the purposes for which the information was collected, or as requested by law.

If you have any queries or requests at any time concerning your personal information held by us or our practices in this regard, please write to: HR Manager, Old Swinford Hospital, Heath Lane, Stourbridge, West Midlands, DY8 1QX.

By submitting your application online you will be giving your consent to Old Swinford Hospital to process your personal and sensitive data.