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**SAFER RECRUITMENT AT CHELLASTON ACADEMY**

Chellaston Academy is committed to safeguarding and promoting the welfare of children and young people. We undertake very thorough checks to ensure that we meet our obligations to protect the young people attending our Academy. We expect all staff and volunteers to share this commitment and to undergo appropropriate checks, including an Enhanced DBS and barred list check. We also ensure staff in a teaching capacity are not subject to a prohibition order or an interim prohibition order.

1. Candidates should be aware that all posts at Chellaston Academy involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. All members of staff will be expected to understand the DfE Keeping Children Safe in Education guidance which will be provided by the Academy to all staff.
2. If you have a DBS Certificate, shortlisted candidates will be required to bring this to the interview. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a “regulated position” under the Criminal Justice and Courts Services Act 2000. If shortlisted candidates do not have a Disclosure and Barring Criminal Record Form please contact the Headteacher’s P.A. Donna Grantham at the school on 01332 706805.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (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 investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or Independent Safeguarding Authority.

**Invitation to Interview – please bring the following documentation with you:**

* Documentary evidence of identity that will satisfy DBS requirements such as a current valid Passport/ Photo card licence and/or a full birth certificate.
* Documentary proof of address (i.e. utility bill, financial statement etc) dated within the last three months.
* Where appropriate, any documentation evidencing a change of name e.g. marriage certificate.
* Original certificates confirming any educational or professional qualifications that are necessary or relevant for the post.

**Please note that originals of the above are necessary. Photocopies are not sufficient.**

Candidates will be expected to account for any gaps in their employment history and to address any discrepancies or anomalies in their application form. We will require information in accordance with statutory guidance for anyone who has worked or been resident overseas.

We will seek references on candidates and may approach previous employers for information to verify particular experience or qualifications before interview.