

# PORT·REGIS

POLICY NAME	Prospective Staff	POLICY OWNER	G White
DATE OF LAST REVIEW	October 2022	DATE OF NEXT REVIEW	October 2023

## APPLICATION AND RECRUITMENT PROCESS FOR ALL PROSPECTIVE STAFF

### Explanatory Note

#### Safeguarding

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. All candidates will be required to comply with our Child & Safeguarding Protection Policy.

#### Application Form

Applications will only be accepted from candidates completing the Application Form in full. CVs will not be accepted in substitution for completed Application Forms in the absence of good reason.

Candidates applying to work regularly in schools will be exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

We will seek references on shortlisted candidates and may approach referees to verify particular experience or qualifications, before interview.

We will ask your referees 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 your previous work has not involved working with children, your referees will still be asked about your suitability to work with children, although their answer may not be particularly relevant if your duties have not brought you into contact with children or young persons.

#### Invitation to Interview and Checks at Interview Stage

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. You will be required to bring your relevant qualifications and identity documents with you to interview. Our HR department will undertake an employment history check and online google search of shortlisted candidates, so that any issues regarding suitability to work with children flagged by these searches can be discussed at interview.

#### Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon the interview checks referred to above and the following checks:

- receipt of at least two satisfactory references (if these have not already been received).

- receipt of a satisfactory health questionnaire (taking account of any reasonable adjustments) and satisfactory responses to health questions from your previous employer (or equivalent).
- a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS) including identity and barred list (barred from working with children) checks. Candidates who have lived overseas for more than 3 months whilst they are over the age of 16 in the last 5 years will be subject to criminal record checks from the relevant country/ies.
- teachers will be subject to checks to ensure that they are not prohibited from teaching.
- staff in management roles will be subject to checks to ensure that they are not prohibited from management.
- staff who will (or are likely to) work with early years children and/or children up to the age of eight in before and after school care must complete a declaration confirming they are not disqualified from childcare.
- right to work in the UK checks.

## WARNING

You should be aware that the provision of false information is an offence and could result in your application being rejected or summary dismissal/termination of your services if you have been recruited and possible referral to the police and/or the Disclosure & Barring Service (DBS).

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 be prohibited from teaching or management;
- the subject of serious expressions of concern as to his/her suitability to work with children (including adverse DBS/overseas criminal checks or disqualification from childcare information),

the facts will be reported to the Police and/or the DBS.

**Titus Mills**  
**Headmaster**