

# MADANI SCHOOLS FEDERATION

Honesty | Excellence | Accountability | Respect | Tolerance



## MADANI SCHOOLS FEDERATION | EQUAL OPPORTUNITIES STATEMENT

Madani Schools Federation is committed to supporting, developing and promoting equality and diversity in all of its practices and activities and aims to establish an inclusive culture free from discrimination and based upon the values of dignity, courtesy and respect. The school will support and develop their staff and students by providing all with access to facilities, personal and career development opportunities, employment and study on an equal basis regardless of ethnic origin, national identity, disability, age, gender, sexual orientation, religious belief or socio-economic background.



This commitment supports the organisational principles of the school and upholds the ethos of establishing a culture based on dignity, courtesy and respect.

Madani Schools Federation Equality and Diversity policy builds upon the foundation of equality legislation and anti-discrimination guidance and strives, not only to comply with legal requirements, but to use these to ensure that Madani Schools Federation endeavours to exemplify best practice.



The school values diversity and recognises that the institution is greatly enhanced by the disparate range of backgrounds, experiences, views, beliefs and cultures represented within its staff and students. The school aims to embrace diversity in all of its activities and proudly acknowledges that variety and difference are intrinsic to the wellbeing and future development of the school.

The Equality and Diversity policy underpins the mission of Madani Schools Federation and is integral to the success of the institution as a world-class school and an employer of choice.

This is an over-arching policy designed to outline the fundamental principles of school's commitment to equality and diversity and will be supported by specific action plans for each of the following: Gender, Race, Disability, Religion and/or Beliefs, Age and Dignity at Work and Study.

The policy applies to all students, to all applicants for posts with the school, to all staff employed on a full time or part-time basis, to all staff on permanent or temporary contracts, to agency staff, to honorary title/contract holders and visitors undertaking duties in the name of the school and to sub-contractors undertaking work on the school site.

### Safeguarding Statement

'Madani Schools Federation shares a commitment to safeguarding and promotes the welfare of children, young people and vulnerable adults. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.'

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## **MADANI SCHOOLS FEDERATION | SAFER RECRUITMENT APPLICANT INFORMATION**

**The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend an interview.**

### **SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Madani Schools Federation has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to the Madani Schools Federation safer recruitment processes.

### **PRE- EMPLOYMENT VETTING**

As part of its safer recruitment and selection process, Madani Schools Federation operates a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below.

#### **Declaration of Previous Convictions**

The **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** as amended makes certain regulated activity (i.e. work with children and/or young people) exempt from the Act and therefore, requires individuals seeking to work with these groups to be subject to an Enhanced Disclosure and Barring Service Records checks amongst others.

This post is classed as exempt under the Rehabilitation of Offender Act 1974 (Exceptions) Order 1975 as amended. Therefore, you are required to reveal all convictions, both spent and unspent in your application.

#### **Disclosure and Barring Service (DBS) | Section 128/ Prohibition checks**

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS check this will include a check against the Protection of Children Act (PoCA). For posts working with vulnerable adults, this will include a check against the Protection of Vulnerable Adults (PoVA) List.

A children's Barred List check is the minimum check required for staff working in schools. Successful applicants will be checked against the List prior to an offer of appointment being made.

Further checks will be carried out to ensure that applicants are not prohibited from working within an educational establishment. This includes:

A section 128 Prohibition check will be carried out for management staff other than teachers, checks will be made against section 128 list prior to appointment.

A Prohibition Check for teachers will also be carried out prior to appointment. Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than 3 months, an additional police check will be carried out with the normal or most recent country of residence.

#### **Qualifications**

If the post applied for requires a specific qualification, the applicant will be required to bring the original **(plus one copy for our records)** certificate along to the interview. If the original

certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

### **Registration with a Professional Body**

If the post applied for requires registration with a professional body, the applicant will be required to bring the original **(plus one copy for our records)** certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Madani Schools Federation will verify registration/membership with the relevant professional body.

### **References**

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people.

If you have undertaken voluntary work with children and/or young people you should use the voluntary organisation as a referee. If you have not previously worked with either children and/or young people you must provide a character reference from someone who is able to confirm your suitability to work with children and/or young people. This would normally be someone in authority e.g. a lecturer, doctor or community leader. Please note that character references are normally only accepted as a supplement to an employer's reference.

In addition, Madani Schools Federation will seek references from educational establishments for those applicants with no previous employment history.

Under no circumstances will Open References (i.e. addressed "to whom it may concern") be accepted.

In all cases, Madani Schools Federation will contact the referee prior to the interview.

### **Eligibility to Work in the UK**

Madani Schools Federation has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Residents of the European Economic Area (EEA) will be able to provide evidence by presenting a valid passport.

### **Health Assessment**

All offers of appointment will be subject to the satisfactory outcome of the Leicester City Council's medical assessment procedure.

### **IMPORTANT NOTICE TO ALL APPLICANTS**

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post.

No CVs will be accepted

Please ensure all parts of your application form are completed

No applications given after the closing date will be considered

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