



Safer Recruitment Statement

The Lakes School (TLS) is committed to safeguarding and promoting the welfare of children and young people. TLS complies with the statutory legislative requirements and guidance that seeks to protect children including 'Keeping Children Safe in Education Guidance'. In order to meet this responsibility, we follow a rigorous selection process.

Safer Recruitment

Job descriptions and persons 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 2 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 addresses

Shortlisting

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

Shortlisted applicants are required to complete a disclosure of any criminal convictions and other prohibitions.

Please note as part of our shortlisting process, we do carry out online searches as part of our due diligence on the shortlisted candidates. If there is anything concerning identified you will be asked to comment during your interview.

Interview

- Shortlisted candidates will take part in an in-depth interview and selection process.
- Candidates will be asked to address any discrepancies, anomalies or gaps in employment in their application form this includes their employment history.
- Proof of right to work in the UK must also be provided at interview.



Appointment Disclosure and Barring Service and other pre-employment compliance checks

- An Enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts, including a Children's Barred list check
- Fitness to work declaration will be required prior to appointment to ensure that a candidate has the health and physical capacity for the job
- Keeping Children Safe in Education declaration
- Further identity checks including an online search to determine you are who you say you are
- Inclusion on our Single Central Record (SCR)
- Prohibition checks for appropriate applicants
- This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:
 - All unspent convictions and conditional cautions
 - All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020)

Probation

All new staff will be subject to the Local Authority 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 duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

Equal Opportunities

TLS recognises the value of, and seeks to achieve, a diverse workforce which includes people from all backgrounds. TLS takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community. TLS is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.



General Data Protection Regulation

TLS is committed to ensuring that your privacy is protected. By signing a contract of employment you will agree for TLS, and/or agents appointed by TLS, 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 partner organisations that provide services to TLS.