## Child protection information/instructions for job applicants

**Northern Star Academies Trust is committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them:**

All applicants are requested to provide in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form, details of any other unpaid work/experience, for example, voluntary work.

Applicants are advised that references should be from “suitable” referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate. In line with DCFS Safer Recruitment and Selection Guidance, for appointment to this post, references will be taken up prior to interview.

All reference requests will specifically ask for information about the candidate’s suitability to work with children and young people and will request details of: any disciplinary procedures and the outcome of these; any allegations or concerns relating to Child Protection and/or the welfare of children and young people; details of any criminal convictions, cautions or bind overs.

At interview, candidates will be asked about any allegations or concerns raised against them and the outcome of these, including the details of both current and expired disciplinary sanctions. Interviewees are required to bring to interview original documents relating to identity and qualifications.

All appointments will be subject to a satisfactory, enhanced level DBS check, a minimum of two satisfactory references and medical clearance. This post is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 therefore all convictions, cautions and bind overs, including those regarded as “spent” must be declared. Any pending prosecutions, current court proceedings and police enquiries relating to you, also must be disclosed. If you have any of these, you must provide details in a sealed envelope, marked confidential, attached to your application form. Applicants are required to declare if they have been referred to or included on List 99 or PoCA List, barring or restricting work with young people or vulnerable adults. For new employees to Northern Star Academies Trust, the appointment will be subject to satisfactory completion of a three-month probationary period (applies to school support staff posts).

On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the relevant Safeguarding Children Board’s and School’s Child Protection and Safeguarding Policies and Practice Guidance and information on expected safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures.

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## Policy statement on the recruitment of ex-offenders

As an organisation using the Disclosure & Barring Service (DBS) to assess applicants’ suitability for positions of trust, Northern Star Academies Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

The Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Harrogate High School and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the Trust to ask questions about your entire criminal record we only ask about the “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in the Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of

Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.

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We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and back- ground of your offences.

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| Evidence of eligibility to work in the UK  |

### Guidance for applicants

Sections 15-25 of the Immigration, Asylum and Nationality Act 2006, which set out the law on the prevention of illegal migrant working, came into force on 29 February 2008.

It is a criminal offence for an employer to employ staff whose immigration status prevents them from working in this country. This means that, in order to comply with this Act, Northern Star Academies Trust (NSAT) must ensure that all prospective employees and casual staff who are due to commence work on or after 29 February 2008 have the right to work in the UK before they commence employment.

In order that NSAT may comply with the law, please bring along to your interview an original document showing that you are eligible to work in the UK. Remember the law states that we must photocopy an original document.

You are asked to provide an original document or combination of documents from EITHER

List 1 (documents which establish an ongoing entitlement to work in the UK) OR List 2 (documents which indicate restrictions on entitlement to work in the UK), if you provide documents from List 2, NSAT will check your continuing eligibility to work at least every twelve months or until the time-limited restriction expires or you are able to produce a document from List 1.

For further information on Immigration, Asylum and Nationality Act 2006 please visit the official government website - www.ukba.homeoffice.gov.uk/work[ingintheuk.](https://www.gov.uk/browse/visas-immigration/work-visas)

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**MUST**

YOU MUST BRING WITH YOU TO YOUR INTERVIEW ORIGINAL DOCUMENTS AS DESCRIBED

**EITHER 1 DOCUMENT FROM LIST 1 OR A COMBINATION OF 2 FROM LIST 2**

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| **LIST 1** * A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.
* A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or national identity card.
* A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
* A passport or other document issued by the Home Office which has an endorsement stating that the holder has a current right of residence in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who is resident in the United Kingdom.
* A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom, or has no time limit on their stay.
* A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
* An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.
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**Only documents from these lists are acceptable** |

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| **LIST 2** **First combination** A. A document giving the person’s permanent National Insurance Number and name. This could be a: P45, P60, National Insurance card, or a letter from a Government agency. **Together with one of the following:** 1. a full birth certificate issued in the United Kingdom, which includes the names of the holder’s parents;

**OR** 1. a birth certificate issued in the Channel Is- lands, the Isle of Man or Ireland;

**OR** 1. a certificate of registration or naturalisation stating that the holder is a British citizen; **OR**
2. a letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay;

**OR** 1. an Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay;

**OR** 1. a letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, **and** this allows them to do the type of work you are offering;

**OR** 1. an Immigration Status Document issued by the Home office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, **and** this allows them to do the type of work you are offering.

**Second combination** A work permit or other approval to take employment that has been issued by Work Permits UK. **Together with one of the following:** 1. a passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question;

**OR** a letter issued by the Home Office to the holder confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question. |

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Northern Star Academies Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales (company number 07553531), whose registered office is at 77 Gargrave Road, Skipton, North Yorkshire, BD23 1QN (where a list of members may be inspected). Page 14