 

St. Benedict’s Primary Catholic Voluntary Academy

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**‘Together in God we love, learn and grow’**

**Safer Recruitment**

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education.

St Benedict’s recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

All posts within school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind- overs, including those regarded as spent and will be subject to an Enhanced Disclosure and Barring Service check with barred list information.

**Applications**St Benedict’s Catholic Voluntary Academy uses CES Application Forms for all advertised jobs.

The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be aware that by submitting an application they are agreeing that the information given is true and correct and that any offer of employment will be made on this basis. Where it is found that false information has been provided this could result in the application being withdrawn or summary dismissal if the applicant has been selected and employment has commenced. This may also result in possible referral to other professional regulatory bodies where appropriate.

**References**

* A minimum of two references will be sought, one of which must be from current or most recent employer.
* References for shortlisted candidates will be sent for immediately after shortlisting.
* The school has a standard template which is used for all references and does not accept open references, testimonials or references from relatives, a partner or people writing solely in the capacity as a friend.
* Only references from a trusted authoritative source will be acceptable.
* References will always be sought and obtained directly from the referee.

Reference requests will specifically ask:

* About the referee’s relationship with the candidate.
* Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

* The applicant’s current post, salary and attendance record.
* Performance history and conduct.
* Any disciplinary procedures in which the sanction is current
* Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.

**Self-declaration of convictions by job applicants**The academy’s policy is to require shortlisted applicants for all posts to declare all criminal convictions whether “spent” or “unspent” and include any cautions, reprimands or warnings and pending prosecution.

The disclosure of any convictions, cautions, reprimands or warnings or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

**Shortlisting**

Before the closing date, a panel will be created that will include at least one governor.

After the closing date, the panel will match your skills/experience against the person specification.

Selection for interview will be decided entirely on the contents of your application form. Please read the job description and person specification carefully before completing your form.

**Interview**

The shortlisting panel will then conduct the arranged interviews. This will always be a face-to-face professional interview.

The panel will agree the questions to be asked of each candidate and the assessment criteria to be used. In addition to exploring the candidate’s suitability for the post, the panel should explore:

* the interviewees attitude towards children and young people
* the interviewees willingness and ability to support the School’s commitment to safeguarding and
* promoting the safety and welfare of children and young people
* any unexplained gaps in the candidates employment history
* any other concerns or discrepancies arising directly from the interview

A decision will then be made with regard to the appointment(s).

**Documents to bring to interview**To support the recruitment process, we will require you to bring original documents to your interview so that appropriate checks and copies can be taken.

If you are selected for interview, you **must** bring the following documents.

**Proof of Identification**

In accordance with Keeping Children Safe in Education, we must see proof of your identity and evidence of your name, date of birth and address. We must also see some form of photographic identity.

**Eligibility to work in the UK**

You will need to bring proof of your identity to your interview and of your eligibility to work in the UK. Original photographic documents such as a passport are ideal.

A list of documents that can be used for proof of ID and Eligibility to work in the UK can be found in the appendix of this document.

**Existing DBS Documentation**

If you have a recent/current DBS certificate, please bring the original certificate with you on the day of your interview.

**Proof of Relevant Qualifications**Candidates will need to provide evidence of qualifications relevant to the post.

For teaching posts, proof of Qualified Teacher Status (QTS) will need to be evidenced.

If you are currently training and not yet qualified, please bring your degree certification and any certificates received during training so far. We can only accept original certificates. If you cannot produce original documents or certified copies, written confirmation of your relevant qualifications must be obtained from the awarding body. All academic qualifications, professional/vocational qualifications or memberships as stated on your application form should be evidenced.

**Disqualification Declaration Form**

Complete the attached Disqualification Declaration Form. Return on the day in a sealed envelope addressed to the Head teacher.

Please note that you cannot be appointed if you do not comply with these checks or provide false documentation.

**On Appointment DBS**

In accordance with safer recruitment guidelines designed to protect young people, we will check your suitability to work with children upon appointment. You will need to undertake an Enhanced Disclosure via the Disclosing and Barring Service (DBS) which involves completing an electronic application for this purpose and provide original supporting documents. Your DBS application cannot progress without school verifying and copying your documentary evidence therefore please ensure you bring sufficient documents to your interview. If providing the documentation will pose any difficulties for you, please contact the School Business Manager as soon as possible.

**Safeguarding**

Keeping children safe is our number one priority. We ensure that the safety and wellbeing of every child is at the centre of every decision we make.

St Benedict’s Primary Catholic Voluntary Academy pays full regard to the DfE guidance 'Working Together to Safeguard Children, 2015' and 'Keeping Children Safe in Education, September 2016'.

**Child Protection Policy**

We are committed to safeguarding and promoting the welfare of our pupils. We have a robust Child Protection Policy and all staff will receive training relevant to their role.

**Appendix**

**Evidence of Eligibility to Work in the UK**

**Guidance for Applicants**

**Immigration, Asylum and Nationality Act 2006**

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, RKLT 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 the RKLT and Oatlands Junior School complies 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 A (documents which establish an ongoing entitlement to work in the UK)** OR List **B (documents which indicate restrictions on entitlement to work in the UK)*,*** if you provide documents from List B, Oatlands Junior School 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 A.

For further information on **Immigration, Asylum and Nationality Act 2006** please visit the official government website - www.ukba.homeoffice.gov.uk/workingintheuk

**LIST A – DOCUMENTS WHICH ESTABLISH AN ONGOING ENTITLEMENT TO WORK IN THE UK**

**1.** A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.

**2.** A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or

Switzerland.

**3.** A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office or the Border and Immigration Agency to a national of a European Economic Area country or Switzerland.

**4.** A permanent residence card issued by the Home Office or the Border and Immigration Agency to the family member of a national of a European Economic Area country or

Switzerland.

**5.** A Biometric Immigration Document issued by the Border and Immigration Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom