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# WOODBIDGE SCHOOL

## **APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTES**

Woodbridge School is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

### **APPLICATION FORM**

- Applications will only be accepted from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.
- 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. Applicants will receive a Job Description and Person Specification for the role applied for.
- As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers.
- The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (“DBS”) for the post and, where appropriate, a check of the Barred List maintained by the DBS will be made. Any offers of appointment will be made conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children.
- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

- The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.
- Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head for more details.
- The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.
- Schools are now required, as part of their shortlisting process to carry out an online search as part of their due diligence. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked 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 you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

## **INVITATION TO INTERVIEW**

- Shortlisted candidates will be asked to complete a self-declaration form in relation to their criminal record or information that would make them unsuitable to work with children. Applicants will be asked to sign a declaration confirming that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the point of interview.
- 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 (including discussion of any details provided on the candidate's self-declaration form).
- Successful candidates will need to provide original documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- Candidates must also provide the required original documentation to confirm identity/current address/right to work etc (document copies will not be acceptable). You may be asked to bring these documents with you to interview or if your application is successful, after you have accepted our offer. In either case, full details of required documents will be detailed in the relevant correspondence.
- Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.
- If shortlisted for the role an appropriate online search will be undertaken on your name (s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

## **CONDITIONAL OFFER OF APPOINTMENT: PRE-APPOINTMENT CHECKS**

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references, including for internal appointment. All references should be provided by a senior person with appropriate authority, subject to the satisfaction of the School
- Verification of identity and qualifications including evidence of the right to work in the UK
- A satisfactory enhanced Disclosure and Barring Service (DBS) disclosure and if appropriate, a check against the Barred List maintained by the DBS
- (For certain appointments) a satisfactory declaration that the applicant is not a disqualified person under the Childcare Act 2006
- (For teaching posts) verification that the teacher is not subject to a prohibition order issued by the Secretary of State
- Verification of professional qualifications, including where applicable, any award of

### Qualified Teacher Status (QTS)

- (For teaching posts) verification of successful completion of the statutory induction period, if applicable (applies to those who obtained QTS after 7 May 1999)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- Evidence of satisfactory medical fitness
- Satisfactory completion of the probationary period where applicable
- If you are undertaking a relevant management/leadership position, evidence that you have not been prohibited from participating in the management of independent schools (also known as “section 128 directions”).

## REFERENCING

- ‘To whom it may concern’ references will not be accepted
- We will ask for contact details of two referees, one of whom must be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character
- We will seek references on selected candidates and may approach any previous employers for information to verify particular experience or qualifications at the time we are ready to make a conditional offer of employment
- References will not be accepted from relatives or from people writing solely in the capacity of friends
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked 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 you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may be appropriate for your referee to answer ‘not applicable’ if your duties have not brought you into contact with children or young persons
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed.

**Policies**

The school will refer to the Department for Education (DfE) document, “Keeping Children Safe in Education” and any amended version in carrying out the necessary required DBS checks.

The school complies with the provisions of the DBS Code of Practice, a copy of which is available on request.

**Retention and Security of Records**

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS code of Practice and its obligations under its Data Protection Policy.

**Recruitment of Ex-offenders**

The School will comply with the provision of its policy on recruitment for ex-offenders, a copy of which is available on request.