



Safeguarding Information for Applicants

Fairlop Primary School is committed to safeguarding children and young people. To ensure this, careful checks will be made on all applicants for posts at our school. This includes:

- Checking a valid passport or driving licence and birth certificate to check identify.
- Verifying original certificates for academic qualifications.
- Contacting at least two referees for each shortlisted applicant (one referee being the current or most recent employer).
- Verifying the candidate's mental and physical fitness to carry out their work responsibilities (a job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role).
- Verifying the person's right to work in the UK.
- If the person has lived or worked outside the UK, making any further checks the school consider appropriate.
- Asking the candidate to complete a self-declaration under the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 if appropriate to the role.

In accordance with Safer Recruitment Guidelines and Data Protection Guidelines, we reserve the right to use social media checks as part of our recruitment processes.

All appointments are made subject to a satisfactory Disclosure and Barring Check (DBS). Applicants who have resided abroad will be subject to further checks with authorities in those countries where they have resided.

All applicants should note that all positions involve contact with children and are exempt from the Rehabilitation of the Offenders Act 1974 and all subsequent amendments (England and Wales).

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

A previous unspent conviction will not necessarily bar someone from being appointed; the specific nature and date of the conviction will be taken into account.

Safeguarding underpins the work we do in school and as such the school provides appropriate induction support to all appointed staff and promotes vigilance at all times.