

**RECRUITMENT CHECKS FOR CANDIDATES**

Wheelers Lane Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

WLPS adhere to all safeguarding and safer recruitment policies and guidance.

**It is an offence to knowingly apply for, offer to do, or do any work in a regulated position if you have been disqualified from working with children.**

Checks to include, but not limited to:

**Before / at interview for shortlisted candidates:**

**Application Form –** Birmingham City Council

Only the correct Birmingham City Council application form will be accepted, if completed in full.

No other form or CV is acceptable.

Must be signed with a personal signature – can be signed in person at the interview.

**References** 2 x satisfactory.

Must be received from the referees named on the application form.

The referees must state that they are completely satisfied that you are suitable to work with children.

One reference must be from your current, or most recent, employer.

If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.

Friends and relatives cannot provide a reference.

The information in the references must match the information in your application form.

There must be NO gaps, all dates must be accounted for.

**Self Declaration Form** – To declare convictions and suitability to work with children.

**Overseas Declaration** If you have worked abroad at any time, checks will be made:

A ‘certificate of good conduct’ from the police of that country

A letter from a ‘professional regulating authority’ (after September 2021).

Employers will be contacted for confirmation.

Contracts, wage slips, passport stamps etc. will be asked for.

**Barred list, DfE Prohibition**, **128**, **EEA**, **teacher checks**: school perform checks

**Identity Proof:** Full Birth Certificate required. Photograph ID - preferably passport or drivers licence. Change of name proof, i.e. marriage, deed poll.

**Online Google Search:** School perform search

**Monitoring Form;** i.e. ethnicity, gender, disability etc…

**Successful candidates – job offers are provisional and subject to:**

**Address Proof**

Accepted proof as outlined on DBS information sheet

**Enhanced DBS**

There is a separate sheet with instructions outlining what can be accepted.

If DBS update service – current DBS must be seen and permission form completed.

**Right to Work**

British passport, or Full Birth Certificate and National Insurance proof

If not British, other appropriate checks and documents will be sought, i.e. share code check

**Qualifications**

Proof as appropriate:

Degree and PGCE certificates – QTS – Teacher Number

NVQ Level 3 certificates

**Medical Health Check**

On-line form (you will be sent the form via email)

**Childcare Disqualification Declaration**

Teachers and Teaching Assistants

**Acceptance letter** must be received in writing

**ALL SAFER RECRUITMENT CHECKS MADE**

**ARE SATISFACTORY**