



SAFEGUARDING AND SAFER RECRUITMENT INFORMATION

Eden Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Recruitment is conducted in accordance with Keeping Children Safe in Education and the Trust's Recruitment, Selection and Safer Recruitment Policy. This post involves direct work with children and is regulated activity. It is exempt from the Rehabilitation of Offenders Act 1974. It is a criminal offence for a person who is barred from engaging in regulated activity with children knowingly to apply for this post.

COMPLETING THE APPLICATION

Applicants must complete the Trust's application form.

- Provide your full history since leaving school, including education, paid employment and voluntary work, with dates to the nearest month.
- Explain all gaps in employment or education and the reasons for leaving each post.
- Provide details of relevant qualifications, awarding bodies and dates of award.
- Explain how your knowledge, skills, experience and professional values meet the person specification and the safeguarding responsibilities of the role.
- Confirm that the information provided is complete and accurate. A deliberately false or materially misleading statement may result in withdrawal of an offer or action under the Trust's procedures, following appropriate consideration and a fair process.

All applicants will be asked to complete a confidential criminal record and suitability self-declaration. This information will not be used to decide who is shortlisted. It enables relevant matters to be discussed and considered at interview before the DBS certificate is received. The self-declaration may ask about relevant criminal records and other information that could make a person unsuitable to work with children, including any applicable barred-list, teacher prohibition, childcare-disqualification or overseas information. Questions will be limited to information that the Trust is legally entitled to request.

REGISTERED OFFICE

Ferryhill School
Merrington Road,
Ferryhill, Co.Durham,
DL17 8RW

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REFERENCES

Please provide two referees. One must normally be your current or most recent employer. Where you are not currently working with children, the Trust will also seek a reference from the employer from the most recent occasion on which you worked with children. Personal friends and relatives must not be used as referees. The Trust will seek satisfactory, factual references directly from referees before interview where possible. School or college references must be completed by a senior person with appropriate authority and, where applicable, confirmed by the headteacher or principal in respect of disciplinary investigations. References will be checked for authenticity and compared with the application. Any discrepancies or concerns will be explored with the referee and the candidate. Additional relevant employment references may be sought where necessary.

POLICIES AND PRIVACY INFORMATION

Applicants should read the Safeguarding and Child Protection Policy before applying.

The Trust's Recruitment of Ex-Offenders Policy is available from Trust HR.

The Recruitment Privacy Notice explains how applicant information is collected, used, shared, retained and protected and is available from Trust HR.

DBS FILTERING AND PROTECTED INFORMATION

The Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, as amended, provide that certain convictions and cautions are protected. Protected convictions and cautions do not need to be disclosed and will not be taken into account. Youth cautions, reprimands and final warnings must not be disclosed.

Shortlisted candidates will be asked the following legally relevant questions:

- Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?
- Do you have any adult cautions, whether simple or conditional, or spent convictions that are not protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended?

Having a criminal record will not automatically prevent appointment. Any information disclosed will be considered fairly and individually, taking account of its relevance to the role, the circumstances, the time elapsed and the safeguarding responsibilities of the post.

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ONLINE SEARCHES

As part of its safeguarding due diligence, the Trust may carry out an online search using a public search engine for shortlisted candidates. The search is intended only to identify publicly available information that may need to be explored at interview. It is not a search of private social-media accounts. Any potentially relevant information will be considered objectively and discussed with the candidate before a decision is made.

SELECTION AND CONDITIONAL PRE-EMPLOYMENT CHECKS

The selection process will assess each candidate consistently against the published criteria. It will include structured safeguarding questions and may include appropriately supervised interaction with pupils. Reasonable adjustments are available for every stage of the process.

Any offer of employment will be conditional upon the Trust being satisfied with all checks required for the post. These will include, as applicable:

- verification of identity, including current and former names;
- an enhanced Disclosure and Barring Service check, including children's barred-list information;
- a check that the candidate is not prohibited from teaching;
- satisfactory, factual references verified directly with the referees;
- verification of qualifications, including Qualified Teacher Status;
- additional checks relating to time lived or worked outside the United Kingdom, where applicable;
- confirmation of the candidate's right to work in the United Kingdom;
- verification of mental and physical fitness to undertake the responsibilities of the role, considered at the appropriate stage; and
- any other check required by law, statutory guidance or the nature of the role.

RIGHT TO WORK IN THE UNITED KINGDOM

The Trust has a legal duty to prevent illegal working under the Immigration, Asylum and Nationality Act 2006 and related legislation. The successful candidate must provide acceptable evidence of their right to work before employment begins. Checks will be applied consistently to all successful candidates regardless of nationality, ethnic origin or other protected characteristic. Where permission to work is time limited, follow-up checks will be carried out as required by law.

Appointment will not be confirmed, and the successful candidate must not undertake regulated activity with children, until the Trust is satisfied that the required checks have been completed or any commencement before receipt of a

DBS certificate has been expressly authorised under a documented, legally compliant risk-assessment process.



COMPLAINTS

The aim of the recruitment and selection procedure is to afford every candidate a fair and appropriate process which accommodates individual needs and ensures that every appointment is made on merit in an effective and consistent way. We welcome any feedback on the procedure. If you feel you were not afforded this provision, then you should contact the Head Teacher or alternatively, if the post is for Head Teacher contact the Chair of Governors. This must be done within 5 working days of the end of the time that you were told. Should you require advice with regard to making a complaint, please contact the Headteacher in the first instance.

Thank you for your interest shown in Ferryhill School and Eden Learning Trust

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