**Safer Recruitment Process for all applications at St Nicholas Catholic High School**

Our school is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  Please refer to the school’s safeguarding policy on the school website here  <https://st-nicholas.cheshire.sch.uk/wp-content/uploads/2021/09/Child-Protection-Safeguarding-Policy-2022.pdf>

As a result, we would like to draw the following safer recruitment checks to your attention:

1. All appointments are made subject to:

* An enhanced DBS (Disclosure & Barring Service) check
* Checks of professional status where applicable.
* Confirmation of professional qualifications, where applicable.
* Receipt of suitable references (if not received by the time of interview); and
* Medical clearance
* Online vetting check

1. We only accept applications completed on the Catholic Education Service Application Form with a covering letter. Please do not send CVs or open testimonials.

Please ensure that the application form is completed in full. In particular, you must ensure that a full work history is provided and that any gaps in your employment are fully explained.

1. The referees cited in your application form must include your current or most recent employer. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.
2. When seeking references, we will request information about your suitability to work with children.
3. If you are shortlisted, an online vetting check of your name will be completed from information publicly available online. This information will be passed to the interviewing panel for consideration and discussion during interview including any anomalies in the application form, where applicable.

Procedure for Application:

If you wish to be considered for this vacancy please complete the application form and send to d.poole@st-nicholas.cheshire.sch.uk