

## **Safer Recruitment Statement**

Norton Canes High School is committed to safeguarding and promoting the welfare of children and young people. The School complies with the statutory legislative requirements and guidance that seeks to protect children including 'Keeping Children Safe in Education Guidance' (September 2018). In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

### **Safer Recruitment**

Job descriptions and persons specifications make reference to safeguarding and child protection and all posts are subject to a Disclosure and Barring Service certificate (DBS).

All advertisements include our safeguarding statement and commitment.

### **Application Stage**

- All applicants are scrutinised to verify identity and academic or vocational qualifications
- Professional references are requested using our standard proforma for shortlisted candidates
- References must cover a period of the last 5 years of employment. As a minimum these should be from the two most recent employers
- References are checked against previous employment history and gaps in employment
- Our standard reference proforma makes reference to suitability to work with children and young people
- Professional references must be obtained from professional email addresses
- The application form requires applicants to complete a disclosure of any criminal convictions

### **Shortlisting**

Only those candidates meeting the criteria outlined in the person specification will be shortlisted.

### **Interview**

1. Those shortlisted will take part in an in-depth interview process
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form this includes their employment history

3. Candidates at the end of their interview will be reminded of their responsibility to disclose criminal convictions that are subject to DBS check if they have not already done so on the application
4. Proof of right to work in the UK must also be provided at interview

## **Appointment**

### **Disclosure and Barring Service**

- A Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts
- Fitness to work declaration will be required following appointment to ensure that a candidate has the health and physical capacity for the job
- Keeping Children Safe in Education declaration
- Further identity checks to determine you are who you say you are
- Inclusion on our Single Central Record (SCR)

### **Equal Opportunities**

Norton Canes recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. Steps are taken to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. Norton Canes is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

### **Data Protection**

Norton Canes is committed to ensuring that your privacy is protected. By signing this contract you agree for Norton Canes, and/or agents appointed by the Governors, to process your personal data, including “sensitive personal data” as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/ or administration, as well as, complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to Norton Canes. A full list of these organisations is available upon request.