

MADANI SCHOOLS FEDERATION

Honesty | Excellence | Accountability | Respect | Teamwork



MADANI SCHOOLS FEDERATION | SAFER RECRUITMENT APPLICANT INFORMATION

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend an interview.



SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Madani Schools Federation has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.



The post you are applying for involves working with children and/or young people and you will be subject to the Madani Schools Federation safer recruitment processes.

Please note it is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.



PRE- EMPLOYMENT VETTING

As part of its safer recruitment and selection process, Madani Schools Federation operates a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below.



Declaration of Previous Convictions

The **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** as amended makes certain regulated activity (i.e. work with children and/or young people) exempt from the Act and therefore, requires individuals seeking to work with these groups to be subject to an Enhanced Disclosure and Barring Service Records checks amongst others.



This post is classed as exempt under the Rehabilitation of Offender Act 1974 (Exceptions) Order 1975 as amended. Therefore, you are required to reveal all convictions, both spent and unspent in your application.



Disclosure and Barring Service (DBS) | Section 128/ Prohibition checks

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS check this will include a check against the Protection of Children Act (PoCA). For posts working with vulnerable adults, this will include a check against the Protection of Vulnerable Adults (PoVA) List.



A children's Barred List check is the minimum check required for staff working in schools. Successful applicants will be checked against the List prior to an offer of appointment being made.



Further checks will be carried out to ensure that applicants are not prohibited from working within an educational establishment. This includes:



A section 128 Prohibition check will be carried out for management staff other than teachers, checks will be made against section 128 list prior to appointment.



A Prohibition Check for teachers will also be carried out prior to appointment. Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than 3 months, an additional police check will be carried out with the normal or most recent country of residence.

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Qualifications

If the post applied for requires a specific qualification, the applicant will be required to bring the original **(plus one copy for our records)** certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Registration with a Professional Body

If the post applied for requires registration with a professional body, the applicant will be required to bring the original **(plus one copy for our records)** certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Madani Schools Federation will verify registration/membership with the relevant professional body.

References

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people.

If you have undertaken voluntary work with children and/or young people you should use the voluntary organisation as a referee. If you have not previously worked with either children and/or young people you must provide a character reference from someone who is able to confirm your suitability to work with children and/or young people. This would normally be someone in authority e.g. a lecturer, doctor or community leader. Please note that character references are normally only accepted as a supplement to an employer's reference.

In addition, Madani Schools Federation will seek references from educational establishments for those applicants with no previous employment history.

Under no circumstances will Open References (i.e. addressed "to whom it may concern") be accepted.

In all cases, Madani Schools Federation will contact the referee prior to the interview.

Eligibility to Work in the UK

Madani Schools Federation has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Residents of the European Economic Area (EEA) will be able to provide evidence by presenting a valid passport.

Health Assessment

All offers of appointment will be subject to the satisfactory outcome of the Leicester City Council's medical assessment procedure.

IMPORTANT NOTICE TO ALL APPLICANTS

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post.

No CVS will be accepted

Please ensure all parts of your application form are completed

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No applications given after the closing date will be considered

Safeguarding Statement

'Madani Schools Federation shares a commitment to safeguarding and promotes the welfare of children, young people and vulnerable adults. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.'

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