



Shipston High School

High achieving - Student-centred

SHIPSTON HIGH SCHOOL'S SAFE RECRUITMENT PROCEDURE

Shipston High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Disclosure

Shipston High School requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the right criteria will be taken forward for interview.

Interview

1. Shortlisted candidates will be subject to an in-depth interview process including a lesson observation
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of three months (which may, in certain circumstances, be extended by up to a further three months). The probation period is a trial period to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with students.