**The Cotswold School – Safer Recruitment Statement**

The Cotswold School is committed to safeguarding and promoting the welfare of all students.

The Cotswold School complies with statutory legislative requirements and guidance that seeks to protect students, including ‘Keeping Children Safe in Education’.

In order to meet this responsibility, we follow a rigorous selection process, in accordance with our ‘Safer Recruitment Policy’, to help deter, reject or identify people who might abuse children.

**Application stage**

* All applications are scrutinised to verify identity and academic or vocational qualifications
* Professional references (two) are requested using our standard ‘Reference Request Form’
* References are checked against previous employment history and any gaps in employment are challenged
* Both references are obtained from legitimate sources
* Our reference form requests information on an applicant’s suitability to work with children and whether the applicant has been subject to any disciplinary procedures
* Our application form requires applicants to complete a disclosure of any criminal convictions, agreement to a DBS check (Disclosure and Barring Service) and confirmation if they have lived abroad

**Shortlisting and Interview**

* Candidates will be asked to bring original certificates of relevant qualifications, proof of identity and proof of address to interview
* Shortlisted candidates will take part in an in-depth interview and selection process
* Candidates will be asked to address any discrepancies, anomalies or gaps in employment history on their application form
* Candidates will be asked safeguarding questions at interview
* Candidates will be reminded at interview that any offer of employment is subject to an Enhanced DBS check, a check via the Teaching Regulation Agency (Teachers only), receipt of two written references, a valid work permit and police check (for overseas candidates), completion of Child Protection and Safeguarding Children training and other associated recruitment processes

**Appointment**

* A letter confirming the offer of appointment will be sent to the successful candidate as soon as practically possible, confirming that the offer of employment is subject to meeting certain conditions i.e. DBS check, references etc
* Recruitment paperwork will be sent to the candidate including a pre-employment health questionnaire, instructions on the online DBS application etc
* Candidates will not take up their post until we have received a DBS check, a Teaching Regulation Agency check (teachers only), proof of identity, qualification certificates, two references, a valid work permit and police check (for overseas candidates) and completed recruitment paperwork including statutory online training courses
* We reserve the right not to proceed with or to terminate employment with immediate effect if the DBS check reveals convictions which have not been declared on the application form or if any of the recruitment documents have been falsified in any way

The Cotswold School is committed to the protection of all personal and sensitive data for which it holds responsibility as the Data Controller and the handling of such data in line with the data protection principles and the Data Protection Act (DPA).