**Safeguarding Recruitment Statement**

***Applicants are advised that:***

* When applying, you must provide a full employment history, including periods of unemployment, with dates (to the nearest month) and the names and addresses of previous employers.
* Herne Bay High School reserves the right to contact your present employer and any previous employer.
* Employers will be asked about disciplinary offences, including those which have expired.
* The post for which you are applying is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. If you are shortlisted for interview, you will be sent a form asking for this information. Failure to do so will disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.
* If successful in the selection process, you should be aware that you will be required to undergo a check carried out by the Disclosure and Barring Services to identify that you are a suitable person to work with children. Further checks will be made at regular intervals thereafter.
* An individual disqualified from working with children through any of the various means available is guilty of an offences if he or she knowingly applies for or accepts any work in a regulated position.
* Confirmation of your identity will be undertaken through the production of birth certificate/marriage or divorce certificate/passport, and educational/professional qualifications will be verified.
* Herne Bay High School will only offer appointments if the above checks are satisfactory; and will allow no unsupervised access to children before completion of all checks.
* Preliminary interviews will be used to ensure applicants have full understanding of the requirements of the jobs and its difficulties; young people may be involved in the selection process.

A probationary period of six months is standard practice for all new appointments to Herne Bay High School.