

Safeguarding Statement for Job Applicants

At Plymouth Grove Primary School we take safeguarding very seriously. As part of our commitment to promoting the welfare of our children the following procedures will be followed for all new applications.

On receipt of your application any anomalies or discrepancies such as gaps in your employment history will be scrutinised and may affect the short listing of your application. Please, therefore, complete your application carefully giving full details.

An Online Search will be conducted of all Shortlisted Candidates for a role. Agreed search parameters will be followed and information recorded on an 'Online Search Record Form'. Information will only be recorded if it meets one of the following criteria: the candidate is unqualified for the role; the candidate poses a potential safeguarding risk or the candidate risks damaging the reputation of the Federation.

References will be followed up and any appointment will be subject to satisfactory written references being received. Any information on your reference which causes concern will be raised with you at interview.

At least one day prior to your interview, you must return a completed Self-Declaration Form. Failure to do so may result in the offer of an interview being withdrawn.

If you are invited to interview you must bring with you the following:

- A form of photo identification such as a driving licence or passport.
- Proof of required qualifications as listed in the application pack.

These documents must be the original certificates; photocopies are not acceptable.

Copies will be taken of the documents you bring with you and placed on file until the successful candidate is appointed. After this point the documents of unsuccessful candidates will be shredded.

Any offer of employment is conditional upon the satisfactory completion of the pre-appointment checks and after appointment will be subject to a successful Disclosure and Barring Service (DBS) Enhanced Disclosure, childcare disqualification disclosure and medical health check.

These pre and post recruitment checks are statutory as laid down in 'Safeguarding Children & Safer Recruitment in Education, 2007.