



**DAME ALLAN'S SCHOOLS**  
building the future

**APPLICATION AND RECRUITMENT PROCESS - EXPLANATORY NOTE**

**General**

Dame Allan's Schools are committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The Schools aim to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the Schools' Application Form and recruitment process must be directed to the Human Resources Manager.

**Application Form**

Applications will only be accepted from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

Candidates should be aware that all posts in the Schools involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Applicants will receive a Job Description and Person Specification for the role applied for.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar [as appropriate]. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar [as appropriate] for advice.

Disclosure and Disqualification

Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post. Additionally, successful applicants should be aware that they are required to notify the Schools immediately if there are any reasons why they should not be working with children.

The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

The Schools takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the Bursar immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Bursar for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

The Schools have a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

### References

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

### **Invitation to Interview**

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the ORIGINAL or certified copy of certificates, diplomas etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

All candidates invited to interview must also bring with them:

1. Two of the following: a current driving licence, a passport, a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where the candidate is not a citizen of a country within the European Economic Area or Switzerland, proof of entitlement to work and reside in the UK.

**Please note that ORIGINALS of the above are necessary. Photocopies or certified copies are not sufficient.**

Candidates with a disability who are invited to interview should inform the Schools of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

### **Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful candidate will be conditional upon:

- ◆ Receipt of at least two satisfactory references (if these have not already been received), including for internal appointments. All references should be provided by a senior person with appropriate authority, subject to the satisfaction of the Schools;
- ◆ Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
- ◆ A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS;
- ◆ For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State;
- ◆ For a candidate who has lived or worked outside the UK a check using the Teaching Regulation Agency employer access system that a candidate is not subject to any teacher sanction or restriction;
- ◆ Verification of professional qualifications;
- ◆ Verification of successful completion of a statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999) where relevant;
- ◆ Where the successful candidate has worked or been resident overseas, such checks and confirmations as the Schools may consider appropriate so that any relevant events that occurred outside the UK can be considered;
- ◆ Satisfactory medical fitness.
  - It is the Schools' practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the Schools in strictest confidence and used as set out in the Schools' Recruitment Privacy Notice and Data Protection Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the Schools.
  - The Schools are aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

### **Criminal Records**

The Schools will refer to the Department for Education (“DfE”) document, ‘Keeping Children Safe in Education’ and any amended version in carrying out the necessary required DBS checks.

The Schools comply with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

### **Retention and Security of Records and Data Protection**

The Schools will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months. Details of how we use candidates’ data is explained in our Recruitment Privacy Notice and Data Protection Policy.

### **Dame Allan’s Schools Safeguarding & Child Protection policy**

The purpose of Dame Allan’s Schools’ Safeguarding & Child Protection policy is to ensure every child who is a registered pupil at Dame Allan’s Schools is safe and protected from harm. This means we will always work to:

- ◆ Protect children and young people at the Schools from maltreatment;
- ◆ Prevent impairment of our children’s and young people’s health or development;
- ◆ Ensure that children and young people at the Schools grow up in circumstances consistent with the provision of safe and effective care;
- ◆ Undertake our role in safeguarding so as to enable children and young people at the Schools to have the best outcomes.

As part of our practices to ensure safer recruitment:

- ◆ We will ensure that the Principal and at least one member of the Governing Body have completed appropriate safer recruitment training. At all times the Principal and Governing Body will ensure that safer recruitment practices are followed in accordance with the requirements of ‘Keeping Children Safe in Education’, DfE (2019).
- ◆ We will maintain a Single Central Register of all safer recruitment checks carried out in line with statutory requirements.

Please refer to the policies on our Schools’ website for further information:

<http://www.dameallans.co.uk/Policies>

*Updated September 2019*