



WEST BUCKLAND
SCHOOL

Application and Recruitment Process

Explanatory Note

Child Protection Policy Statement

West Buckland School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Application Form

1. Applications will only be accepted from candidates completing the Personal Particulars Form in full.
2. Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.
3. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
4. Where appropriate, the successful applicant will be required to agree to an Enhanced level check from the Disclosure and Barring Service.
5. We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
6. 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, although it may where appropriate answer not applicable if your duties have not brought you into contact with children or young persons.
7. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or the Independent Safeguarding Authority (ISA).



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Invitation to Interview

1. If you are invited to interview this will be conducted in person (where possible) and the areas which it will explore will include suitability to work with children.
2. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (eg 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 from the awarding body.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory work-based references;
- verification of identity and qualifications;
- a satisfactory Enhanced DBS check;
- a satisfactory medical questionnaire;
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- satisfactory completion of the probationary period.

WARNING

Where a candidate is:

- found to have a disqualification from working with children shown on the Enhanced DBS disclosure; or
- found to have provided false information in, or in support of, his application; or
- the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the Police and/or the Independent Safeguarding Authority (ISA).