

## Safer Recruiting at St Gilbert's Church of England Primary School

St Gilbert's CofE Primary School is committed to protecting the safety and welfare of all children and therefore follows the Safer Recruiting recommendations as set out by the DfES and National College of School Leadership.

All posts at St Gilbert's CofE Primary School are exempt from the Rehabilitation of Offenders Act 1974. It is therefore a requirement that all applicants must disclose details of any past record and any outstanding cases or disqualifications with their application in a separate sealed envelope marked "Confidential".

### Completion of the Application Form

The application form must be completed in full before any application is considered. An applicant's employment history must show continuity of employment or state reasons the applicant was not in employment for any period of time.

### Child Protection

The Governors and Staff of St Gilbert's believe that all children have a fundamental right to be protected from harm and abuse. The school fully accepts its legal and moral responsibility to safeguard and promote the welfare of all its pupils. This pastoral duty of care and protection is placed firmly at the centre of our work. We are committed to responding in all cases where there is concern in accordance with the Lincolnshire Safeguarding Children Board Procedures

Enhanced Criminal Record Bureau checks will be required for all staff appointed to the school.

Discussion of the full version of the school's Child Protection Policy and Procedures will form part of a new employee's Induction Procedure.

### Shortlisting

Only those applicants who can demonstrate that they and their experience meet all the essential criteria on the person specification will be considered for shortlisting.

Shortlisted candidates should expect to be questioned about safeguarding children as part of the interview process.

Once shortlisted, candidates previous employers will be contacted for verification of the dates and positions stated in the application form.

### Requirements for references.

Open references will not be accepted.

References for shortlisted applicants will be called for prior to interview. Any anomalies in information provided will be taken up with referees as part of the appointment process.

The applicants' current employer **must** be one of the referees. Referees will be asked about:

- disciplinary offences relating to children, including any in which the penalty is "time expired" (that is where a warning could no longer be taken into account in any new disciplinary hearing for example)
- whether the applicant has been the subject of any child protection concerns
- the outcome of any enquiry or disciplinary procedure

### Post Appointment Procedures

The successful candidate will be appointed subject to the successful completion of a probationary/induction period of 3 months. During this time the postholder will be supported and monitored by their line manager using the school's Induction policy and procedures.

### Equal Opportunities

St Gilbert's Primary School is committed to the principles and practices of equality and justice for all. We aim to equip children through their experience of life at St Gilbert's, with an understanding and acceptance of the diverse society they live in and to appreciate the value of difference.

Every member of, St Gilbert's, both child and adult is regarded as of equal worth and importance regardless of his/her culture, class, race, gender, age, sexual orientation and/or disability. It is therefore the right of every member of our school community to work and learn in an environment free from discrimination or harassment of any kind.

Discussion of the full version of the school's Equal opportunities and Race Equality Policy will form part of a new employee's Induction Procedure.