Russell House

Russell House is committed to safeguarding and promoting the welfare of children

APPLICATION and RECRUITMENT PROCESS EXPLANATORY NOTES

Application Form

- Applications will only be accepted from candidates completing the enclosed, **typed** Application Form in full. CV's will not be considered.
- 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 for which you are applying.
- 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.
- A Disclosure and Barring Service (DBS) check will be obtained for the successful applicant or a Barred List check will be undertaken in the event that an enhanced disclosure is not received in advance of a member of staff starting work.
- We may seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview, **with** the candidate's express permission.
- 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 may be asked about these issues.
- You should be aware that provision of false information is an offence and could results in the applications being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfE Children's Safeguarding Unit.

Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview are asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copies of certificates, diplomas etc). Where the 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 the following:-

- Receipt of at least two satisfactory references (if they have not already been received)
- Verification of identity and qualifications
- A check at the Barred List
- A satisfactory DBS check / enhanced disclosure
- Verification of professional status
- (For teaching posts) verification of successful completion of statutory induction period
- 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
- Verification of medical fitness
- Satisfactory completion of the probationary period
- Satisfactory completion of social media checks.

WARNING

Where a candidate is:

- Found to be on a Barred List Search or the DBS check shows s/he has been disqualified from working with children by a Court; or
- Found to have provided false information in, or in support of, his applications;
- 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 DfE Children's Safeguarding Unit.

Ref:

ISI Handbook for the Inspection of Schools - The Regulatory Requirements