

## Safer Recruitment

Laleham Gap School is fully committed and rigorously follows the most stringent of safeguarding procedures. This is to promote the welfare of all children and young people and we expect all staff, visitors and volunteers to share this commitment to the highest possible standard. Our commitment is underpinned by robust processes and procedures that seek to minimise risk and continuously promote a culture of safeguarding amongst our workforce

We actively support the Government's Prevent Agenda to counter radicalism and extremism

### Applicants are advised that:

- The post is subject to an Enhanced Disclosure Application to the Criminal Records Bureau and check against the ISA Barred List for Children.
- Applicants must complete, in full, and return a signed application form, CVs will not be accepted.
- When applying, you must provide a full employment history, including periods of unemployment, with dates (to the nearest month) and the names and addresses of previous employers. Any gaps in employment will be discussed.
- All references will be applied for in writing prior to interview and referees contacted to verify their authenticity. A reference pro-forma will be used without exception meaning that open or letter references will not be accepted. Referees will be asked specific questions about an applicant's suitability to work with children and young people and for the post. 2 satisfactory references must be provided. These should be from the candidate's current or most recent employer. Where a candidate is not currently working in a school or childcare setting but has done so in the past, one reference should be from their most recent children's workforce referee.
- Laleham Gap School reserve the right to request alternative referees where felt appropriate to fulfil safer recruitment requirements.
- The post for which you are applying is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.
- Candidate's commitment to the safeguarding and welfare of children and their motivation to work with children will be explored at interview
- All offers of employment will be subject to and conditional upon
  - Enhanced DBS and Barred List check
  - Verification of identity
  - Verification of entitlement to work in the UK
  - Verification of any relevant qualifications
  - Receipt of 2 satisfactory references

- Satisfactory pre-employment health clearance
  - Prohibition checks for teachers and those with previous teaching experience
  - Overseas checks as appropriate.
  - Meeting the requirements for Disqualification by Association as where appropriate
- If these are not satisfactory an offer of employment may be withdrawn or where an individual has commenced work, employment may be terminated
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- Laleham Gap School will only confirm appointments if the above checks are satisfactory; and will allow no unsupervised access to children before completion of all checks.