

## Safer Recruitment Applicant Information

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.

### **Safeguarding Children and Young People**

Carillion Academies Trust has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to Carillion Academies Trust's safer recruitment process.

### **Pre- Employment Vetting**

As part of its safer recruitment and selection process, Carillion Academies Trust operates a strict pre-employment checking procedure. All applicants will be required to undergo the checks outlined below.

### **Declaration of Previous Convictions**

The **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended** makes certain regulated activity (i.e. work with children and/or young people) exempt from the Act and therefore requires individuals seeking to work with these groups to be subject to Enhanced Criminal Records Bureau Disclosure checks, amongst others.

This post is classed as exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended. Therefore, you are required to reveal all convictions, both spent and unspent, in your application.

### **Criminal Records Disclosure (DBS check)**

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced DBS check; this will include a check against the Children's Barred List maintained by the Disclosure and Barring Service.

For posts working with children and/or young people, Carillion Academies Trust policy requires all new employees to have an enhanced DBS check before your employment commences.

Where an applicant is not normally resident in the United Kingdom, or has been resident outside the United Kingdom for more than 6 months, an additional police check will be carried out with the normal or most recent country of residence.

### **Qualifications**

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

### **Registration with a Professional Body**

If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Carillion Academies Trust will verify registration/membership with the relevant professional body.

### **References**

Applicants are required to provide a minimum of two referees, one of whom must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people.

If you have undertaken voluntary work with children and/or young people you should use the voluntary organisation employer as a referee.

If you have not previously worked with children and/or young people you must provide a character reference from someone who is able to confirm your suitability to work with children and/or young people. This would normally be someone in authority, e.g. a lecturer, doctor or community leader. Please note that character references are normally only accepted as a supplement to an employer's reference.

In addition, Carillion Academies Trust will seek references from educational establishments for those applicants with no previous employment history.

Under no circumstances will Open References (i.e. addressed "to whom it may concern") be accepted.

In all cases, Carillion Academies Trust will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

### **Eligibility to Work in the UK**

Carillion Academies Trust has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

### **Medical Assessment**

All offers of appointment will be subject to the satisfactory outcome of medical checks where appropriate.

### **Disqualification by Association**

On 26th February 2015, the government issued guidance, Disqualification under the Childcare Act 2006, which clarifies the position with regards to schools. The DfE advise that we:

*"should ask employees working in Early and Later years settings and those who are directly concerned in the management of such provision to provide the relevant information not only about themselves but also about a person who lives or works in the same household as them".*

Where appropriate staff joining the Trust will be required to complete and sign a declaration in connection with this. Copies of the policy, guidance and form can be provided upon request.

### **IMPORTANT NOTICE TO ALL APPLICANTS**

**As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post.**