

## General Information for all applicants to TEAM Education Trust



### **Safer Recruitment Statement**

TEAM Education Trust and our schools are committed to safeguarding and promoting the welfare of children and young people in its school. The school complies with the statutory legislative requirements and guidance that seeks to protect children including 'Keeping Children Safe in Education Guidance' (September 2021). In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

### **Safer Recruitment**

Job descriptions and person specifications make reference to safeguarding and child protection and all posts are subject to an enhanced Disclosure and Barring Service certificate (DBS).

All advertisements include our safeguarding statement and commitment.

### **Application Stage**

- All applicants are scrutinised to verify identity and academic or vocational qualifications
- Professional references are requested using a standard proforma for shortlisted candidates
- References must cover a period of the last 5 years of employment. As a minimum these should be from the two most recent employers
- References are checked against previous employment history and gaps in employment
- The standard reference proforma makes reference to suitability to work with children and young people plus the right to work in the UK
- The application form requires applicants to complete a disclosure of any criminal convictions

### **Shortlisting**

Only those candidates meeting the criteria outlined in the person specification will be shortlisted.

### **Interview**

1. Shortlisted candidates will take part in an in-depth interview and selection process.
2. Shortlisted applicants will be subject to an online search of social media platforms to check that there are no potential safeguarding risks or risks that could potentially damage the reputation of our Trust.
3. Candidates will be asked to address any discrepancies, anomalies or gaps in employment in their application form this includes their employment history.
4. Candidates at the end of their interview will be reminded of their responsibility to disclose criminal convictions that are subject to DBS check if they have not already done so on the application.
5. Proof of right to work in the UK must also be provided at interview.

### **Appointment**

## Disclosure and Barring Service and other pre-employment compliance checks

- A Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts, it is enhanced
- Keeping Children Safe in Education declaration
- Further identity checks to determine you are who you say you are
- Inclusion on our Single Central Record (SCR)
- List 99 in some circumstances
- Prohibition checks for appropriate applicants

## **Probation**

All new staff will be subject to the Trust probation procedure for a period of six months. The probation period is to enable the assessment of an employee's suitability for the job for which they have been employed which includes the monitor and review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

## **Equal Opportunities**

As an employee of the Trust you will be expected to observe and pursue actively the Trust's Equal Opportunities & Diversity Policy and to undergo any training associated with that policy. A copy of this policy is available on the TEAM Education Trust website.

## **General Data Protection Regulation**

TEAM Education Trust and all our schools are committed to ensuring that your privacy is protected. By signing a contract of employment, you will agree for TEAM Education Trust, to process your personal data, including "sensitive personal data" as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/ or administration, as well as, complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to TEAM Education Trust and our schools. A full list of these organisations is available upon request.

Further information about how and why we collect your data can be found in our data protection policy.