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## **THE HAMMOND – Safer Recruitment: Candidate Information**

October 2012, November 2013, January 2015, May 2015

### **Every Child Matters:**

- Be Healthy
- Stay Safe
- Enjoy and Achieve
- Make a Positive Contribution
- Achieve Economic Wellbeing.

*Helping Every Child to Achieve More*

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

The Hammond has a commitment to safeguard and promote the welfare of children. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding among our workforce.

The post you are applying for involves working with children and you will be subject to The Hammond's safer recruitment process.

### **Pre-Employment Vetting**

As part of its safer recruitment and selection process, we operate a strict pre-employment vetting 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 (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 Offender Act 1974 (Exceptions) Order 1975 as amended. Therefore, you are required to reveal all convictions, both spent and unspent, in your application.

### **Disclosure and Barring Service (DBS) Disclosure**

Successful applicants seeking to work with children and/or young people will be required to undergo an enhanced DBS disclosure; this will include a check against the Children's Barred List.

A Children's Barred List check is the minimum check required for staff working in organisations. Successful applicants will be checked against the list prior to an offer of appointment being made.

For posts working with children, The Hammond's policy requires all shortlisted applicants to complete a DBS disclosure application form at the interview stage. We give an undertaking to destroy the forms and copies of identity documents of all unsuccessful candidates.

Any teacher at the school who teaches a child aged 8 and under has to complete a 'Staff Disqualification Declaration' form to confirm that they are not disqualified to teach under the Childcare (disqualification) Regulations 2009 or the Childcare Act 2006. This includes disqualification by association.

We will also retain, with the permission of the applicant, the DBS disclosure documents of any 'hold' candidates. These documents will be destroyed once a decision (offer and acceptance) has been reached.

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

Successful candidates who will be working with children aged 8 and under will be required to complete a Staff Disqualification Declaration as part of our pre-employment checks.

## **Safer Recruitment: Candidate Information**

### **Qualifications**

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate (plus one copy for our records) 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 (plus one copy for our records) along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. Under certain circumstances The Hammond will verify registration/membership with the relevant professional body.

### **References**

Applicants are required to provide a minimum of two referees, one of which 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 supervisor as a referee.

If you have not previously worked with either 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, for example, 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, we will seek references from educational establishments for those applicants with no previous employment history.

Under no circumstances will open references (addressed 'to whom it may concern') be accepted.

In all cases, The Hammond 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**

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

Residents of the European Economic Area (EEA) will be able to provide evidence by presenting a valid passport. Residents from the eight accession states must be registered with the Accession State Worker Registration Scheme.

Non EA residents will be required to supply the appropriate documents to prove that they have the right to work in the UK before, and where applicable, throughout their employment with the school.

Further information about the scheme can be obtained from [www.workingintheuk.gov.uk](http://www.workingintheuk.gov.uk)

### **Medical Assessment**

All offers of appointment will be subject to the satisfactory outcome of the school's medical assessment procedure.

### **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.**