



# IPSWICH SCHOOL

## APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTES

**Please read these notes carefully before you apply for employment with us.**

Our application and recruitment processes follow the government guidance on Safer Recruitment as outlined in the *Keeping Children Safe in Education* document, which is updated annually:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1161273/Keeping\\_children\\_safe\\_in\\_education\\_2023\\_-\\_statutory\\_guidance\\_for\\_schools\\_and\\_colleges.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1161273/Keeping_children_safe_in_education_2023_-_statutory_guidance_for_schools_and_colleges.pdf)

It is a vital part of the School's approach to safeguarding that we create a culture that safeguards and promotes the welfare of children. As part of this culture, we adopt robust recruitment procedures that help deter and prevent people who might abuse children from applying for or securing employment, or volunteering opportunities with us.

All roles within Ipswich School involve some engagement in regulated activity relevant to children. The job description and person specification (published on our website, or found in the recruitment pack) will define the skills, abilities, attitude and behaviours required for the post you are applying for, and the safeguarding requirements (i.e. to what extent the role will involve contact with children in regulated activity).

**You should be aware that it is an offence to apply for a role with us if you are barred from engaging in regulated activity relevant to children.**

The post you are applying for is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ's guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide

<https://www.gov.uk/government/publications/dbs-filtering-guidance>

Ipswich School is committed to providing equal opportunities and preventing unlawful discrimination in its recruitment and employment processes.

### APPLICATION FORM

- Our application form requests some personal details, including your current and former names, current address and national insurance number.

- You will also be asked to provide details of your present (or last) employment and reason for leaving, together with a full employment history (since leaving school, including education, employment and voluntary work). Reasons for gaps in employment must be clearly explained to us (e.g. parenting, looking for work etc).
- You should also give details of your qualifications, the awarding body and date of award, as well as the full contact details of two referees.
- You will be asked to provide a statement of the personal qualities and experience that you believe are relevant to your suitability for the post advertised and how you meet the person specification.
- We will not accept CVs in place of the application form. Please complete the employment history section in our application form in full (in the format requested).
- If unsigned application forms and self declaration forms (see below) are submitted electronically (by email) a signed copy of the form(s) must subsequently be received.

## **SHORTLISTING - INFORMATION REGARDING DECLARATIONS**

- If you are shortlisted for interview, you will be asked to complete a self-declaration of your criminal record, or information that would make you unsuitable to work with children. The self declaration form will be sent to you with the interview invitation and must be returned ahead of your interview date.
- Self declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on gov.uk <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>
- This information is only requested from applicants who have been shortlisted and is not requested in the application form to decide who should be shortlisted. The purpose of the self declaration is to give you the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.
- As part of our shortlisting process, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened and are publicly available online, which we might want to explore with you at interview.
- If you are successful in your application for employment, you will be required to complete an application for a *Disclosure* from the Disclosure and Barring Service (DBS) at enhanced level. Having a criminal record will not necessarily be a bar to obtaining this position. The School's policy on the handling of DBS information and the recruitment of ex-offenders is available on the *Vacancies* page of our website at <https://www.ipswich.school/contact-us/working-at-ipswich-school/vacancies/> or from the School if you would like a paper copy (email [hr@ipswich.school](mailto:hr@ipswich.school)).

## **REFERENCES PRIOR TO INTERVIEW**

- We will endeavour to seek/obtain and verify references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. This allows any concerns raised to be explored with you further at interview.
- 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 relevant employer will be asked about those issues. In cases where both your current and previous employment did not involve working with children, your current employer will still be asked about your suitability to work with children.

## **IMPORTANT NOTE**

- You should be aware that provision of false information is an offence and could result in your application for employment being rejected, or summary dismissal if you have been selected for the post, and possible referral to the police and/or the Department for Education.

**If you are shortlisted for interview, please note:**

## **INVITATION TO INTERVIEW**

- If you are invited to interview this will be conducted in person and it will explore your suitability to work with children. A copy of the School's current Safeguarding Children policy and addendum are provided to all applicants in the application pack and are available on the *Vacancies* page of the School's website: <https://www.ipswich.school/contact-us/working-at-ipswich-school/vacancies/>
- We ask all candidates invited to interview to bring *original* documents confirming any educational and professional qualifications that are necessary or relevant for the post (for example, degree certificates, teaching certificates, diplomas etc). Where *original* documents are not available, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body and supplied, preferably at interview stage, and certainly prior to taking up an appointment.
- We will ask all candidates invited to interview to also bring the following *original* documents with them:
  - current/valid passport, current photo driving licence and UK birth certificate (as many of these documents as you have)
  - evidence of your right to live and work in the UK, and right to take up employment with Ipswich School in the role advertised
  - a utility bill or financial statement not more than 3 months' old showing your current name and address, or a council tax statement for the current year, or a mortgage statement issued in the last 12 months (note: we cannot accept online or Monzo bank statements or utility statements, or mobile phone bills).
  - evidence of all changes of name (for example, marriage certificate/certified deed poll document) if appropriate
  - any 'Update Service' DBS disclosure certificate currently held (if you have indicated on your application form that you have an Update Service DBS please bring the actual disclosure certificate that is linked to the update service with you when you come into School). You can find out more about the DBS Update Service here: <https://www.gov.uk/dbs-update-service>
  - overseas criminal records checks (covering periods spent living/working outside of the UK) if relevant/held.

These documents are used by us to confirm your identity and also as part of the process for applying for a DBS *Disclosure*.

## **CONDITIONAL OFFER OF APPOINTMENT: PRE-APPOINTMENT CHECKS**

If you are offered employment with us, please note your offer of employment will be conditional upon the satisfactory completion of the following pre-employment checks as required by the Keeping Children Safe in Education guidance:

### **Identity Checks**

- We will verify your identity as required by the DBS, see GOV.UK: <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines>

### **Disclosure and Barring Service Checks**

- We will obtain (via you) an enhanced DBS certificate, including children's barred list information, if you will be engaging in regulated activity.
- If you hold an 'Update Service' DBS, we will ask to see the original certificate and obtain consent from you before undertaking an online Update Service check. We will also confirm the DBS certificate matches your identity. We will examine the original certificate to ensure that it is valid for the children's workforce and is at the right level appropriate to the job you are applying for.
- We will obtain a separate barred list check if you will start work in regulated activity before the DBS certificate is available. A risk assessment will be completed and authorised by the Headmaster in these circumstances, and the risk assessment will be reviewed regularly pending receipt of the *disclosure* certificate.

### **Information to be obtained/verified at interview**

- We will ensure we hold a satisfactory explanation of any gaps in your employment history.
- We will ensure at interview that an appropriately trained member of staff confirms that there are no concerns (based on the questions answered, conversation held, application form and self declaration form completed and references received), that you have the ability to support the School's Safeguarding Policy and there is no information that would make you unsuitable to work with children.

### **Mental and Physical Fitness**

We will verify your mental and physical fitness to carry out the relevant work responsibilities and consider the need for any special adjustments or adaptations. Please note:

- An applicant can be asked at interview relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role for which they are applying. You will also be asked to confirm this on your application form.
- Following an offer of employment, we will ask you to complete a health questionnaire, which is reviewed by the School's Occupational Health Practitioner, who will confirm if you are fit to work in the role, and also whether special adjustments or adaptations are required.

## **Right to Work in the UK**

- We will verify your right to work in the UK in line with government guidance (including EU nationals) <https://www.gov.uk/check-job-applicant-right-to-work> .
- We will check for any restrictions on your right to live and work in the UK, which might affect your right to take up employment with us in a specific post.

## **Candidates who have lived/worked overseas**

- We will ask you to declare if you have committed any offences in any country (in line with the law as applicable in England and Wales) and/or whether you are subject to any sanctions relating to working with children in any country outside the UK.
- If you have lived or worked outside the UK, we will make any further checks we consider appropriate after referring to the Home Office guidance on criminal records checks for overseas applicants (and KCSIE guidance): <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>.
- For teaching positions, we may require a letter from the professional regulating authority in the country (or countries) in which you have worked confirming they have not imposed any sanctions or restrictions, and/or that they are unaware of any reason why you may be unsuitable to teach.

## **Teaching Prohibitions, Sanctions and Restrictions**

- We will verify whether you are, or have ever been, subject to a prohibition order issued by the Secretary of State, or had sanctions or restrictions imposed (that remain current) by the General Teaching Council for England (GTCE) (before its abolition in 2012) or the Teaching Regulation Agency (TRA).

## **Qualifications**

- We will verify your professional qualifications as appropriate (preferably at interview).
- We will use the Teaching Regulation Agency's (TRA) Employer Access Service to verify any award of qualified teacher status (QTS) and the completion of teacher induction or probation.

## **Management of Independent Schools**

- We will check that if you are taking up a management position in the School you are not subject to a section 128 direction made by the Secretary of State.

## **Childcare Disqualification**

- We will check to ensure you are not disqualified from working with children under the Childcare (Disqualification) Regulations 2018 (if relevant to the post applied for).  
Note: further information on the staff to whom these regulations apply can be found here: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

## **References (further information)**

We will always ask for written information (by way of at least two satisfactory references) about your

previous employment history and check that information is not contradictory or incomplete. Please note:

- The purpose of seeking references is to allow the School to obtain objective and factual information to support appointment decisions.
- References are always obtained from a candidate's current employer. Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving are obtained from the school, college or organisation at which they were employed.
- We will secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children). If the applicant has never worked with children, then we will ensure we secure a reference from their current employer. This is to ensure that appropriate enquiries are made to prevent unsuitable people from working with young people.
- References are scrutinised and any concerns discussed and resolved satisfactorily, before the appointment is confirmed (preferably at or before the interview stage).
- Unless candidates have clearly indicated that they do not wish referees to be approached prior to interview we will seek to obtain references before interview.
- There must be exceptional circumstances for the School not to request references prior to interview, or prior to an offer of employment being made. Obtaining references before interview, allows any concerns they raise to be explored further with the referee and taken up with the candidate at interview.
- References are always requested directly from the referee and always from a senior person with appropriate authority, not just a colleague (if the referee is school or college based, the reference will be confirmed by the head teacher/principal as accurate in respect of disciplinary investigations).
- We do not accept 'open references' e.g. 'to whom it may concern' and we do not rely on applicants to obtain their reference.

## **PROBATIONARY PERIODS**

- Satisfactory completion of a probationary period will usually be required (the period of probation will be confirmed in your offer of employment and is also usually outlined in the Job Description for support staff roles).

## **WARNING – IMPORTANT**

If you are found to be on the DBS Barred List, or the DBS *Disclosure* shows you have been disqualified from working with children by a court; or you are found to have provided any false information in support of your application; or you are the subject of serious expressions of concern as to your suitability to work with children; the facts will be reported to the police and/or the Department for Education.

## **PRIVACY NOTICE AND DATA PROTECTION**

The School's Privacy Notice (which is updated from time to time) can be found on the School's website: <https://www.ipswich.school/privacy/> or a hard copy is available on request ([enquiries@ipswich.school](mailto:enquiries@ipswich.school)). The School's privacy notice provides all the information, as required by the GDPR regulations, in relation to data collected for HR and/or employment purposes, and how the School will use, process, disclose, protect and retain that personal data.

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