

Guidance notes for applicants

Please read these notes carefully before completing your application form. Applicants are also advised to read the school's safeguarding and safer recruitment policies which can be found on our website.

Section 2

DfE number: If you hold qualified teacher status (QTS) you should provide your reference number in the box indicated, even if you are not applying for a teaching post with us. We will use this to check that you have not been prohibited from teaching work by the NCTL, GTC or any predecessor regulatory body.

Section 3

Rehabilitation of Offenders Act 1974 / disclosing criminal history: as Swalcliffe Park School is a regulated activity provider and all post holders at our school will come into contact with children and / or young people, the post you are applying for is covered by the Exceptions Order 1975. You are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “**spent**”. However, the legislation was amended in 2013 to provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website <https://www.gov.uk/government/collections/dbs-filtering-guidance>

You can also find a very useful flowchart at Unlock <http://www.hub.unlock.org.uk> which is part of this application pack.

If you fail to disclose relevant criminal history at the application stage and it comes to light later, Swalcliffe Park School would withdraw any offer of employment and / or take disciplinary action.

Successful applicants: Disclosure & Barring Service (DBS) checks

- If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **DBS** (previously CRB). This will require you to complete a DBS application form and to provide a range of more than one piece of documentary evidence of your identity.
- Although a criminal record **involving offences against children** is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.
- **It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or you have been placed on the DBS Barred list.**

Producing your DBS certificate to the school: DBS certificates are issued directly to the applicant. Swalcliffe Park School will require that you show your certificate prior to commencing in post. If you do not produce the certificate within 28 days of receipt and cannot give an explanation for this we reserve the right to withdraw the offer of employment.

We will record the Disclosure number and date and retain this on your personnel record and on a computerised personnel record system in accordance with the Data Protection Act 1998. The School abides by the DBS Code of Practice and Keeping Children Safe in Education (DfE 2016) which state that a copy of the DBS Disclosure Certificate may only be retained where there is good reason to do so, with the permission of the applicant and shall not be retained for longer than 6 months. In order to comply with the requirements of the Data Protection Act, by signing the job application form you give your consent to this.

DBS update service: if you are successful in your application and are already registered with the DBS update service, you will be required to bring your original DBS certificate and evidence of your identity to the school. We will check that your DBS is for the appropriate workforce (children's) and then check your status online. If all is verified, we will print a copy of your status and this will be stored in your personnel record.

After three years we will register you for the update service and the school will cover the cost for this service.

Other vetting checks: Most roles at Swalcliffe Park School are deemed regulated activity due to the nature or frequency of contact with children and young people. If the post you are applying for is in regulated activity, the school has a legal duty to verify that you are not barred from this work by inclusion on the DBS children's barred list. In most cases, this will be done at the same time as your DBS certificate but in some cases we will also need to undertake a standalone check of the barred list.

Section 4

Work history: You must provide details of ALL employment you have had since leaving full time education. Any gaps in employment history must be explained.

Section 7

References: Your main reference will be your current or most recent employer. If you do not currently work with children but you have done so in the past, you must also provide contact details for the last place where you worked with children.

If your reference is from a school or children's home: If the reference is from a school, please provide the name of the Head teacher. We will only accept references from, or counter-signed by the Head teacher. Similarly, if the reference is a children's home, you must provide the name of the Registered Manager. If you wish to offer a colleague as a character reference, you must make this clear and the referee should seek permission from their Head teacher or Registered manager. We cannot accept employer references from colleagues.

If you are shortlisted, we will take up at least one reference prior to interview; you must therefore tick 'yes' to at least one referee being contacted. If we have not received at least one reference before the interview date, we may have to withdraw the offer of interview; if shortlisted, it is your responsibility to encourage referees to respond within time.

Care posts: if you are successful in your application for a care post at Swalcliffe Park School please note that under the Children's Home Regs: Quality Standards, we are required to contact all previous employers where you have worked with children.

Section 8

Declaration: If you have an electronic image of your signature, you should insert this on the signature line. If not, and you are shortlisted, you will be asked to sign a paper copy of your application form on arrival at the interview.