

Safer Recruitment process

Tudor Park Education Trust is committed to the creation of a safe environment for our pupils by operating safer recruitment practices in line with the statutory requirements and guidance. We will comply with the requirements of Data Protection Legislation and the requirements of the Equality Act (2010). We are committed to ensuring that throughout our recruitment and selection processes no applicant is disadvantaged or discriminated against because of the protected characteristics of age, disability, gender, gender re-assignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief and sexual orientation.

In order to meet this responsibility, all candidates are subject to a selection process to ensure that we identify, deter and prevent people who pose a risk of harm from working with our pupils.

- **Application form** - all applicants are required to fill out our standard application form. CVs will be accepted but will not replace the application form.
- **Reference** checking – two references will be requested for all shortlisted candidates and these should include the candidate’s current or most recent employer and where an applicant for a teaching post is not currently employed as a teacher, will include the applicant's most recent employer as a teacher.
- **Online searches** - the Trust may conduct searches, either themselves or through a third party, of the online presence and publicly available social media content of shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to safeguarding concern.
- **Criminal records** - shortlisted candidates will be required to complete a self declaration of their criminal record or information that would make them unsuitable to work with children. Applicants will only be asked to disclose and discuss criminal convictions and/or cautions which are not protected under the amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) that may deem them unsuitable.
- **Interviews** – a face to face interview must take place for all applicants to all posts. If necessary, the use of video conferencing, Skype, Facetime or other similar technologies is acceptable for this purpose.
- **Disclosure** – an enhanced DBS check with children’s barred list check will be obtained for all appointed staff and volunteers working in regulated activity.