



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 KCSIE, 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.

- **Planned recruitment process** – the process is planned carefully to ensure all aspects of safer recruitment are considered.
- **Advert** – roles are advertised in a variety of places and adverts include a statement regarding safeguarding.
- **Application form** - all applicants are required to fill out our standard application form so that necessary information is gathered for all applicants. CVs will be accepted but will not replace the application form. Applications are carefully scrutinised before shortlisting and interviews.
- **References** – two professional 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.
- **ID documents** – identity documents are checked to verify identity and right to work in the UK.
- **Offer of employment** – conditional offers of employment are subject to satisfactory outcome of safer recruitment checks including ID, right to work, DBS and barring list check, references, qualifications.

How to apply

Closing date

Please check the closing date on the advert and ensure that you submit your application in good time. We reserve the right to interview and appoint prior to the advert closing date. With this in mind, we encourage you to apply as soon as possible.

Application form

All applicants are required to fill out our standard application form so that necessary information is gathered for all applicants. CVs will be accepted but will not replace the application form. Applications are carefully scrutinised before shortlisting and interviews. The application form must be completed in full, including:

- Full education and/or employment history from the age of 16, with any gaps explained
- Contact details for two referees, one of which must be from the candidate's most recent employer, and one of which must be from the most recent time the candidate worked with children (if applicable)
- Statement of application outlining your experience and why you are interested in this job.

The application form can be downloaded from the vacancies section of the school website.

References

Two professional 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.

Policies and procedures

Applicants should read our Recruitment and Selection Policy and Safeguarding Policy before applying for any position within the Trust.

Contact

Please contact Penny Davies for any information you need. Her email address is:
p.davies@tudorparkeducation.org