

# **IMPORTANT INFORMATION TO APPLICANTS**

## **CONTENTS**

### **1. CHILD PROTECTION POLICY STATEMENT**

### **2. ATTENDANCE POLICY STATEMENT**

### **3. APPLYING FOR POSTS WORKING WITH CHILDREN OR VULNERABLE**

### **ADULTS, DISCLOSURE BARRING SERVICE**

### **4. THE REHABILITATION OF OFFENDERS ACT 1974**

### **5. ONLINE SEARCHES STATEMENT**

### **5. RIGHT TO WORK CHECKS - IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

#### **1.CHILD PROTECTION POLICY STATEMENT**

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

#### **2. ATTENDANCE POLICY STATEMENT**

This school is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum. Whilst supporting employees during periods of sickness, the School Management Team monitors levels of sickness absence in school regularly and takes action in accordance with the Guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good

attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.

### **3. APPLYING FOR POSTS WORKING WITH CHILDREN/VULNERABLE ADULTS**

#### **DISCLOSURE BARRING SERVICE**

If you are applying for a post which involves you working with either children or vulnerable adults, it will be covered by the Rehabilitation of offenders (Exceptions) Act 1975 and will be a post regulated by the Disclosure Barring Service. If you are successful, you will be required to apply to the Disclosure Barring Service for a 'disclosure', to confirm any records held prior to any final appointment decision being made by the Authority. (A disclosure application will be initiated via the online DBS service to enable you apply at the appropriate time.) The Disclosure Barring Service, will undertake checks which will include:

- Details of convictions, including those 'spent' under the Act stated above.
- Cautions, etc whether included on List 99, Protection of Children Act list. Protection of Vulnerable Adults list.
- Where appropriate, information from local Police records, including any relevant non conviction information.

NB. A conviction is not necessarily a bar to recruitment, unless the Authority considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed and any factors which may be relevant.

It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position. An individual is disqualified from working with children/vulnerable adults if he/she is included on one of the lists of those disqualified from working with children or vulnerable adults.

### **4. REHABILITATION OF OFFENDERS ACT 1974**

#### **Note of Guidance for Applicants**

The Rehabilitation of Offenders Act (1974) is a piece of legislation protecting ex-offenders employment opportunities, although if you have convictions, you must disclose these until a certain length of time passes, and the conviction becomes 'spent'. There nevertheless remain certain job categories and classes of employment, including positions within schools, which are exempt from such time limitations. This means that convictions never become 'spent' if you are looking for work in certain job categories. Exempted categories include employment connected with the provision of services for persons under 18 years of age or vulnerable adults. This post is exempt from the Rehabilitation of Offenders Act 1974.

If you are shortlisted for this position, you will be required to declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. All appointments are considered on merit and individual consideration of the conviction and the circumstances.

As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential

employers, and employers cannot take these offences into account. Further information on which offences need to be declared as part of your application will be forwarded to you if you are shortlisted for this position. The information you provide will be treated in the strictest confidence. Having a conviction will not necessarily bar you from employment. However, failure to disclose convictions may result in the offer of employment being withdrawn, or if already appointed, you could be dismissed without notice.

Please bear in mind; you will be subject to a Disclosure and Barring Service Disclosure for posts working with children or vulnerable adults. If you are unsure whether you need to disclose criminal information, you should seek legal advice, or you may wish to contact Nacro or Unlock for impartial advice.

Nacro: <https://www.nacro.org.uk/criminal-record-support-service/>

or email [helpline@nacro.org.uk](mailto:helpline@nacro.org.uk) or phone 0300 123 1999

Unlock: <http://hub.unlock.org.uk/contact/> or phone 01634 247350 or text 07824 113848

#### **4. Online Searches Statement**

Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.

#### **5. Right to Work Checks**

##### **Note of Guidance for Applicants**

It is an employer's responsibility to be satisfied of the successful applicant/employee's right to work in the UK in having a defence in meeting the Immigration, Asylum and Nationality Act 2006. Since 1 January 2021 a new points-based immigration system has applied to people arriving in the UK and EU citizens moving to the UK to work since this date need to get a visa in advance. EU citizens applying for a skilled worker visa will need to show they have a job offer from an approved employer sponsor to be able to apply. The council has made the decision not to apply for a sponsorship licence at this time. This means that we are not able to sponsor anyone under the new immigration system and are only able to consider job applications from those who have the right to work in the UK.

To check a candidate's right to work in the UK (from 1 January 2021) the school will conduct a physical document check or perform an online check to establish your right to work. Where a right to work check has been conducted using the online service, the information is provided in real-time, directly from Home Office systems and there is no requirement to physically see documents. Details of the documents that may be obtained for a physical check can be found in the Employers right to work checklist. If a candidate uses the online checking service, this will generate a share code. Schools must then use the employers' online service to check the candidate's right to work using this share code.

##### **EU Settlement Scheme**

EU, EEA or Swiss citizens and their family members who are living in the UK before 1 January 2021 need to apply to the EU Settlement Scheme to continue living in the UK after 30 June 2021.

The school will complete the following steps in order to conduct a manual right to work check and this will be done before employment can commence:

1. Check the successful candidate has produced one of the documents, or combination of documents, described in the UK Border Agency's List A or List B (set out at Annex A of the Home Office employer's right to work check guide).

2. Check that the documents are genuine and that the person presenting them is the successful candidate, the rightful holder and allowed to do the type of work being offered. Checks will be undertaken to ensure:

- photographs and dates of birth are consistent across documents and with the person's appearance in order to detect impersonation;
- expiry dates for permission to be in the UK have not passed;
- any work restrictions, to determine if they are allowed to do the type of work on offer (for students who have limited permission to work during term-times, you must also obtain, copy and retain details of their academic term and holiday times covering the duration of their period of study in the UK for which they will be employed);
- the documents are genuine, have not been tampered with and belong to the holder; and
- the reasons for any difference in names across documents can be explained by providing evidence (e.g. original marriage certificate, divorce decree absolute, deed poll). These supporting documents must also be photocopied, and a copy retained.

3. Make and retain a clear dated copy of each document in a format that cannot manually be altered.

If it is established that the successful candidate is not permitted to work in the UK employment to that person may be refused. The onus is on the successful candidate to show that they have the right to work in the UK. If an online right to work check is conducted and the information provided by the Home Office online right to work checking service indicates that the successful candidate's right to work is time-limited, a follow-up right to work check will be completed shortly before the permission (as set out in the online check) expires. If an individual's right to work is not time-limited, there is no requirement for repeating the check.