



Barton Peveril
Sixth Form College

SAFER RECRUITMENT APPLICANT INFORMATION

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Barton Peveril has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to Barton Peveril's safer recruitment process.

All offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post.

PRE- EMPLOYMENT VETTING

As part of its safer recruitment and selection process, Barton Peveril operates a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below.

Declaration of Previous Convictions

The **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended** makes certain regulated activity (i.e. work with children and/or young people) exempt from the Act and therefore requires individuals seeking to work with these groups to be subject to Enhanced Criminal Records Bureau Disclosure checks, amongst others.

This post is classed as exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended. Therefore, you are required to reveal all convictions, both spent and unspent, in your application which would not be filtered in accordance with current guidance.

If you wish to make a disclosure you may do so by detailing this in a separate letter and place this in an envelope clearly marked as confidential for the HR Manager at the College. This will only be opened in the event that you are shortlisted for the post. Any disclosures received and not opened will be destroyed after the recruitment process has been completed.

Data and Barring Service Disclosure

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

Jobs that involve caring for, supervising or being in sole charge of children require an enhanced DBS check (previously called an enhanced CRB check).

This includes checking whether someone is included on one of the two DBS 'barred lists' (previously called ISA barred lists) of individuals who are unsuitable for working with:

- children

Barton Peveril College is a specified establishment (within the meaning of the Safeguarding Vulnerable Groups Act (2006) as amended by the Protection of Freedoms Act 2012) and will undertake Enhanced Disclosure and Barred List checks for all prospective staff (teaching and non-teaching) and unsupervised volunteers where:

- I. A position involves regularly caring for, training, supervising or being solely in charge of, persons aged under 18
- II. Considering the applicant's suitability for work in a further education institution (within the meaning of section 140 of the Education Act 2002) or 16 to 19 Academy where the normal duties of that work involve regular contact with persons aged under 18

Where an applicant is not normally resident in the United Kingdom, or has been resident outside the United Kingdom for more than 6 months, an additional police check will be carried out with the normal or most recent country of residence.

Qualifications

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

References

Applicants are required to provide a minimum of two referees, one of whom must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people.

If you have undertaken voluntary work with children and/or young people you should use the voluntary organisation employer as a referee.

If you have not previously worked with children and/or young people you must provide a character reference from someone who is able to confirm your suitability to work with children and/or young people. This would normally be someone in authority, e.g. a lecturer, doctor or community leader. Please note that character references are normally only accepted as a supplement to an employer's reference.

In addition, Barton Peveril will seek references from educational establishments for those applicants with no previous employment history.

Under no circumstances will Open References (i.e. addressed “to whom it may concern”) be accepted.

We reserve the right to contact any of your previous employers.

In all cases Barton Peveril College will contact the referee(s) prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

Eligibility to Work in the UK

Barton Peveril has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Identity

You will be required to provide adequate proof of your identity and your current address.

Medical Assessment

All offers of appointment will be subject to the satisfactory outcome of a medical assessment procedure.

Applicants may be required to complete a fit for work declaration as part of the pre-employment assessment checks. Based on the information you provide, together with advice from our Occupational Health Service where necessary, College will make appropriate assessment to ensure that prospective staff are fit to undertake the post. If you have a disability which the College may need to make reasonable adjustments for please raise this for discussion as early in the process as possible in order that appropriate adjustments can be put in place prior to commencing work.