



## **Recruitment Process**

### **Safeguarding Information for Candidates**

***Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

- Vacancies will be advertised for at least 7 days prior to their closing date.
- If you are shortlisted for interview, you will be asked to complete a self-declaration regarding convictions and disqualification from childcare.
- All shortlisted candidates are asked to supply the names of at least 2 referees, one of whom should be their current (or most recent) employer. If selected for interview, please be aware that it is our policy to contact referees prior to the interview date. Referees are asked if they are aware of any reason why you should not work with children.
- We will conduct an online search on shortlisted candidates prior to interview.
- If you are shortlisted for interview, you will be asked to bring ID and evidence of any relevant qualifications to your interview.
- Your interview panel will be made up of at least 2 senior staff/governors, at least one of whom will have received Safer Recruitment Training within the past 3 years.
- The preferred candidate will be asked to undergo an Enhanced Disclosure and Barring Service (DBS) check. All offers remain conditional until a successful DBS has been received by the school.