



Head: Mrs Emily Brown Joint BA (Hons)

APPLICATION AND RECRUITMENT EXPLANATORY NOTE

1. Holland House School recruits all staff in line with the latest statutory guidance from the Department for Education Keeping Children Safe in Education,.
2. **Child Protection Policy.** The child protection policy applies to all staff and pupils at Holland House School. This may inevitably also mean the involvement of parents, siblings etc of pupils and other parties whose actions may affect the pupils and staff at the School.
3. The School aims to:
 - Prevent unsuitable people working with, or coming into contact with, children and young people;
 - Promote safe practice and challenge poor or unsafe practice;
 - Identify instances in which there are grounds for concern about a child / young person's welfare and take appropriate action to keep children / young people safe;
 - Contribute to effective partnership working between all those involved with providing services for children.
4. **Application Form**
 - Applications will only be accepted from candidates completing the Application Form in full. CVs will not be accepted in substitution for completed Application Forms.
 - Candidates should be aware that all posts at the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
 - Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
 - The successful applicant will be required to undergo an enhanced level check from the Disclosure and Barring Service (DBS).
 - We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.
 - If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past,

that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may where appropriate answer not applicable if your duties have not brought you into contact with children or young persons.

- You should be aware that the provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police.

5. **Invitation to Interview**

- If you are invited to interview, this will be conducted in person and the areas explored will include suitability to work with children.
- All candidates invited to attend interview must bring the following information (original documents or certified copies only) to allow the school to carry out the necessary checks:
 - Proof of relevant professional qualifications
 - Proof of identity (e.g. passport, photocard driving licence)
 - Proof of right to work in UK (e.g. passport, birth certificate)
 - Proof of current address in UK (utility bill or financial statement within last three months)
 - List of previous addresses in previous five years
 - Where appropriate any documentation evidencing a change of name
 - Evidence of any previous surnames.
 - Where originals or certified copies of certificates are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

6. **Conditional Offer of Appointment: Pre-Appointment Checks.** Any offer to a successful candidate will be conditional upon all pre-appointment checks being carried out to the School's satisfaction.

WARNING

Where a candidate is:

- Found to be on the DBS barring list or if the DBS disclosure shows she/he has been disqualified from working with children by a Court; or
- Found to have provided false information in, or in support of, his/her application; or
- The subject of serious expressions of concern as to his/her suitability to work with children

The facts will be reported to the Police.