**SAFE RECRUITMENT PROCEDURE**

Children and Young Peoples’ Services (CYPS) and Durham County Council are committed to safeguarding and promoting the welfare of all children and young people, and expect all staff and volunteers to share this commitment. At Wellfield Community School we fully endorse this.

***Applicants are advised that:***

* When applying, you must provide a full employment history, including periods of unemployment, with dates (to the nearest month) and the names and addresses of previous employers. Any gaps in employment will be explored. All chronological gaps in employment should be explained.
* All references will be applied for in writing prior to interview and referees will be contacted to verify their authenticity. A reference pro-forma will be used without exception meaning that open or letter references will not be accepted.
* Wellfield Community School reserves the right to contact your present employer and any previous employer.
* Employers will be asked whether the Applicant has been subject to any disciplinary action as a result of which penalties or sanctions remain in force, or any disciplinary action in relation to behaviour relating to children of which disciplinary penalties or sanctions have expired.
* The post for which you are applying is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. Failure to do so will disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.
* If successful in the selection process, you should be aware that you will be required to undergo an enhanced check carried out by the Criminal Records Bureau to identify that you are a suitable person to work with children. Further checks will be made at regular intervals thereafter.
* An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position, i.e. classified as working with children. (Criminal Justice and Court Services Act 2000).
* Confirmation of your identity will be undertaken through the production of birth certificate / marriage or divorce certificate / passport, and educational / professional qualifications will be verified at interview. Photocopies will not be accepted.
* Wellfield Community School will only offer appointments if the above checks are satisfactory; and will allow no unsupervised access to children before completion of all checks.
* Preliminary interviews will be used to ensure applicants have a full understanding of the requirements of the job and its difficulties; young people may be involved in the selection process.

A probationary period of six months is standard practice for all new appointments to local Government, where applicable.