

# Working for Franciscan Primary School

## Safeguarding

Franciscan Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all its staff and volunteers to share this commitment.

This also applies to contractors, agencies and organisations that might not work with children, young people and vulnerable adults directly but, could come into contact through their daily duties.

## Recruitment and selection checks

Our selection process is based on good practice in selecting the best candidate for the job; ensuring equality of opportunity for all applicants whilst deterring and rejecting those who may be unsuitable to work with our service users.

It is expected that candidates should be aware and understand their duties and responsibilities in relation to child protection and safeguarding children, young people and vulnerable adults as it applies to the duties and responsibilities of the post applied for.

All Council employees must ensure their line manager is made aware and kept fully informed of any concerns they may have in relation to safeguarding/protecting vulnerable groups.

Please note that casual, temporary staff and volunteers are subject to the same checks as those made for permanent positions. These checks include:

- Identity: your identity will be confirmed by sight of original, official documents such as a Birth Certificate, Passport etc in line with the Immigration, Asylum and Nationality Act 2006.
- Qualifications: you must produce original documents relating to all the qualifications you have listed on your application form.
- Employment history: it will be thoroughly examined and clarification will be sought where there are gaps and other discrepancies arising from information provided either, by you as the candidate or your referee.
- References will be used to check dates of employment and your relevant experience. A minimum of two written references will be taken up and, for some posts, these references will be requested before the interview
- All shortlisted candidates are required to provide details of any relevant unspent convictions. However, under the "Rehabilitation of Offenders Exemption Order" all "Spent" convictions must be disclosed for certain posts. Further guidance will be provided as appropriate.

- For posts working with children, young people or vulnerable adults, a DBS check (previously known as a CRB) will be requested. And if appropriate a check of the Barred Lists (for Adults and/or Children) will also be undertaken.  
It is an offence to apply, offer or accept to do any work (paid or unpaid) if disqualified from working with these groups.

Applicants will be challenged where inconsistencies exist.

**Please be aware that an offer of appointment will only be made after satisfactory receipt and verification of all checks.**