**Safeguarding Recruitment Statement**

**Wisbech Grammar Schools takes the recruitment of our staff very seriously and will follow processes that comply with Safer Recruitment practices.**

***Applicants are advised that:***

When applying to us you must complete the relevant application form in full. 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. All gaps in employment history must been detailed in the relevant box on the application form. Applications annotated please see ‘cv’ will not be including in shortlisting as an application form is a key part of our Safer recruitment Processes.

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.

Wisbech Grammar School reserves the right to contact your present employer and any previous employer. Employers will be asked about your employment history, work performance, disciplinary records, and whether they believe you are suitable to work with children.

If successful in the selection process, you should be aware that you will be required to undergo an enhanced DBS check carried out by the Criminal Records Bureau to identify that you are a suitable person to work with children

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 and right to work in the UK will be undertaken through the production of your birth certificate/marriage or divorce certificate/passport.

You will also be asked to provide verification of all educational / professional qualifications you hold. This will require you providing original certificate copies.

Wisbech Grammar School will only offer appointments if the above checks are satisfactory to the School; and will allow no unsupervised access to children before completion of all checks.

A probationary period of up to 12 months is standard for all new appointments.

If you require further clarification on any of these points please contact;

Sue Simmons, Human Resources Manager - [SMSimmons@wisbechgrammar.com](mailto:SMSimmons@wisbechgrammar.com) or call 01945 583631