

**FOREST HILL SCHOOL  
SAFER RECRUITMENT INFORMATION FOR APPLICANTS**



**The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.**

**SAFEGUARDING CHILDREN AND YOUNG PEOPLE**

Forest Hill School has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to Forest Hill School's safer recruitment process.

**PRE- EMPLOYMENT VETTING**

As part of its safer recruitment and selection process, Forest Hill School operates a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below.

**Declaration of Previous Convictions**

The **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended** makes certain regulated activity (i.e. work with children and/or young people) exempt from the Act and therefore requires individuals seeking to work with these groups to be subject to Enhanced Criminal Records Bureau Disclosure checks, amongst others.

This post is classed as exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended. Therefore, you are required to reveal all convictions, both spent and unspent, in your application.

**Criminal Records Bureau Disclosure (CRB)**

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced CRB Disclosure; this will include a check against the Protection of Children Act (PoCA) List and List 99. For posts working with vulnerable adults, this will include a check against the Protection of Vulnerable Adults (PoVA) List.

A Children List - previously known as List 99 - check is the minimum check required for staff working in organisations. Successful applicants will be checked against the List prior to an offer of appointment being made.

For posts working with children and/or young people, Forest Hill School policy requires all new employees to complete a CRB Disclosure Application form before your employment commences.

Where an applicant is not normally resident in the United Kingdom, or has been resident outside the United Kingdom for more than 6 months, an additional police check will be carried out with the normal or most recent country of residence.

**Qualifications**

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

## **Registration with a Professional Body**

If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Forest Hill School will verify registration/membership with the relevant professional body.

## **References**

Applicants are required to provide a minimum of two referees, one of whom must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people.

If you have undertaken voluntary work with children and/or young people you should use the voluntary organisation employer as a referee.

If you have not previously worked with children and/or young people you must provide a character reference from someone who is able to confirm your suitability to work with children and/or young people. This would normally be someone in authority, e.g. a lecturer, doctor or community leader. Please note that character references are normally only accepted as a supplement to an employer's reference.

In addition, Forest Hill School will seek references from educational establishments for those applicants with no previous employment history.

**Under no circumstances will Open References (i.e. addressed "to whom it may concern") be accepted.**

In all cases, Forest Hill School will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

## **Eligibility to Work in the UK**

Forest Hill School has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Residents of the European Economic Area (EEA) will be able to provide evidence by presenting a valid passport. Residents from the 8 Accession States must be registered with the **Accession State Workers Registration Scheme**.

Further information about the scheme can be obtained from [www.workingintheuk.gov.uk](http://www.workingintheuk.gov.uk) or by telephoning 08705 210 224.

## **Medical Assessment**

All offers of appointment will be subject to the satisfactory outcome of Lewisham Council's medical assessment procedure.

## **IMPORTANT NOTICE TO ALL APPLICANTS**

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post.

Forest Hill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce.