



Guidance for Applicants

Nene Education Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

NET is committed to providing equal opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are managed in accordance with the provisions of the Equality Act 2010.

Applicants who have a disability or physical restriction, that means that there are specific or additional needs in relation to the selection and interview process, should let a member of the HR Team know. This may include ensuring that large print application forms are available and if invited to attend for interview, the interview location is fully accessible, or that special equipment is sourced to enable candidates to complete any recruitment and selection assessments as part of the process (where appropriate to the role).

Communication during the recruitment process

All communication regarding applications for employment with the Nene Education Trust will be conducted through the Applicant Account on the Nene Education Trust's website. This includes acknowledgement of receipt of application forms and invitation to interview information. Applicants can track the status of their applications through their on-line account.

Application Form

- Applications will only be accepted from candidates registering on the Nene Education Trust's Vacancy website and completing the on-line application process in full. CV's will not be accepted in substitution for complete application forms.
- Candidates should be aware that all posts in the Trust involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post for further information.
- All positions with the Trust are exempt from the Rehabilitation of Offenders Act 1974, therefore ALL convictions, cautions, reprimands and final warnings (including those that would normally be considered 'spent' under the Act) MUST be declared, subject to the DBS filtering rules below.



- *Note: The list of "specified offences" that will always be disclosed can be found at: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>*

Filtering Rules

You are not required to disclose information about spent criminal convictions for offences committed in the United Kingdom if you were over 18 years of age at the time of the offence and:

- 11 years have elapsed since the date of conviction.
- it is your only offence.
- it did not result in a custodial sentence.
- it does not appear on the list of "specified offences".

You are not required to disclose information about a spent caution in relation to an offence committed in the United Kingdom if you were over 18 years of age at the time of the offence and six years has elapsed since the date it was issued and provided it does not appear on the list of "specified offences".

You are not required to disclose information about a spent criminal conviction if you were under 18 years of age at the time of the offence and:

five and a half years have elapsed since the date of conviction; it is your only offence.

it did not result in a custodial sentence; and it does not appear on the list of "specified offences".

- You are not required to disclose information about a spent caution if you were under 18 years of age at the time of the offence and two years has elapsed since the date it was issued and provided it does not appear on the list of "specified offences".
- Applicants who are offered a position will be required to complete a Disclosure from the Disclosure and Barring Service (DBS) at the Enhanced level. The DBS Code of Practice can be found at www.gov.uk/government/organisations/disclosure-and-barringservice
- Staff working within Early Years provision, later years before and after school care provision or the management of such may be required to make a declaration relating to the Childcare Act 2006 and Childcare (Disqualification) Regulations 2009 regarding disqualification from working with children by association



- We will seek references on shortlisted candidates and will approach previous employers for information to verify particular experience or qualifications, which may be prior to 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 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 and/or DCSF Children's Safeguarding Operation Unit.

Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- All candidates invited to interview will be required to provide proof of identification. You will therefore, be required to bring along: current driving licence including a photograph and/or a passport and/or a full birth certificate (any one of the three is ideal).

Conditional Offer and Pre-Employment checks

Any offer to a successful candidate will be conditional upon

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- Receipt of at least two satisfactory references (if these have not already been received) which will be verbally verified with the referee.
- Verification of identity, address and qualifications, right to work checks.

- a Barred List check
- satisfactory clearance from the Disclosure and Barring Service (DBS) at enhanced level.
- Prohibition from Teaching Check in accordance with the Teaching Regulation Agency rules. HR will carry out Prohibition Order checks on all employees of the Nene Education Trust.
- Prohibition from management check (Section 128) * *relevant roles only*.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the Trust may require in accordance with statutory guidance.
- Verification of medical fitness after an offer of employment has been made (*but before the appointment can be confirmed*)

IMPORTANT

This guidance and associated policies are primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the Trust also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the Trust despite being barred from working with children; or
- has been removed by the Trust from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, the Trust may also decide to make a referral to the Teaching Regulation Agency.

Any false declaration or information that is later determined to be so, may result in dismissal and referral to the appropriate agencies.

If you have any questions or queries relating to your application or the recruitment and selections processes, checking and clearance arrangements, please contact the HR Team on joinourteam@neneeducationtrust.org.uk.