



Coppice Primary School
Executive Headteacher: Mrs C Pike
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Safer Recruitment Statement

Coppice Primary School is committed to safeguarding and protecting all children and young people and have implemented robust safer recruitment practices to ensure that staff and volunteers working at our school are suitable. To that end, we aim to identify and reject applications from those deemed unsuitable to work with children and young people.

We work within all relevant legislation, recommendations and guidance and carry out a number of checks before, during and following the interview stage. This may include carrying out an online search.

References	<p>We ask for written information about previous employment and check that the information supplied is not contradictory or incomplete.</p> <p>It is our policy to request references for all candidates when they are shortlisted and before interview. One of the references must be from the applicant's current or most recent employer. If this is a school, then please provide the name of the Head Teacher. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.</p> <p>The school does not accept open references, testimonials or references from relatives.</p>
Interview	<p>We will check that the candidate has the right to work in the UK.</p> <p>Gaps in employment history will be explored.</p> <p>Candidates will be asked to bring proof of academic qualifications.</p>
Pre-Employment	<p>Job offers are made subject to the following:</p> <ul style="list-style-type: none"> • A health check to verify the candidate's mental and physical suitability for the role • An enhanced DBS check • Checks for candidates who have lived or worked abroad in the past 5 years • Taking up of two references • Checks regarding a candidate's suitability to conduct their role and responsibilities • Social media check



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It is unlawful for the school to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the school. All applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

Rehabilitation of Offenders:

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Disclosure of convictions, either by the applicant or as a result of the DBS check, will not necessarily exclude an individual from employment.

Monitoring:

All candidates appointed, whether internal or external, will be subject to an induction and a probationary period. Concerns raised during this period will be noted and may be reported to the DBS checking service. Safeguarding of pupils is the overriding arch under which we all work and is a continuous process. Any concerns raised at any time during an employee's employment will be followed up. All staff are expected to be vigilant.

Training:

Coppice Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, visitors and contractors to share this commitment. All new staff and volunteers participate in an induction which includes safeguarding awareness.

We provide ongoing training on Safeguarding and regularly review and publish our Safeguarding and Whistleblowing Policies. All staff are expected to be aware of the DfE's Keeping Children Safe in Education (KCSIE) document and confirm they have read it.

This statement is supported by the following:

- Equal Opportunities policy
- Safeguarding policy
- Keeping Children Safe in Education (KCSIE) document
- Rehabilitation of Offenders statement

