

Recruitment of staff at Woodridge School

Woodridge Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We recognise that all staff, including volunteers, have a full and active part to play in protecting our children from harm. A key factor in this is ensuring we have a safe recruitment and selection process.

The main components in this include:

- at every stage in the recruitment process the school's commitment to child protection procedures is stated;
- ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children;
- that the person specification includes specific reference to suitability to work with children
- obtaining and scrutinising comprehensive information from applicants and taking up and satisfactorily resolving any discrepancies or anomalies;
- obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns;
- a face to face interview that explores the candidate's suitability to work with children as well as his/her suitability for the post;
- verify the successful applicant's identity;
- verify that the successful applicant has academic or vocational qualifications claimed;
- checking his/her previous employment history and experience including any periods of non-employment;
- verifying that s/he has the health and physical capacity for the job;
- The mandatory check of the Children's Barred List (formerly List 99) and a Disclosure and Barring Service check (formerly CRB check)