



The Grove Primary School

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Safer Recruitment

Interview Guidance for Candidates Applying to The Grove Primary School

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

As part of the interview procedure, there will be an assessment of a candidate's suitability to work with children, along with the previous experience obtained and the skills portrayed.

The Grove Primary School complies with the Disclosure Barring Service requirements, and will not discriminate unfairly against applicants on the basis of a conviction or other information revealed.

References will be sought before the interview, and any discrepancies or anomalies taken up at the interview.

Candidates applying via an electronic application form will be asked to sign a paper copy to verify the information contained within it.

Two people will be involved in the short-listing of candidates.

Candidates will be asked to bring along to an interview the ID required to allow the processing of a disclosure. Documents for successful candidates will be kept in their Personnel file. Those for unsuccessful candidates will be destroyed by confidential means.

More information on the approach to Safeguarding and Child Protection is available on Surrey County Council's website.

<http://new.surreycc.gov.uk/schools-and-learning/teachers-and-education-staff/educational-advice-and-support-for-teachers/education-safeguarding-in-surrey-schools-and-learning>

The school complies with the Childcare (Disqualification) Regulations 2009 and staff and volunteers working with children under the age of 8 will be asked to complete a declaration form regarding their personal circumstances, which includes questions about other people in the household.

November 2016

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