



## Hatton Academies Trust Staff Recruitment

### Safeguarding Children: Statement to applicants

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We undertake clear procedures to ensure that all staff appointed to the academy are suitable to work with young people:

- All staff appointed and volunteers starting work at the academy will have an **Enhanced Disclosure & Barring Service Checks (including Barred List check)**. As recommended by the Secretary of State for Education, this includes staff previously employed at another Northamptonshire School.
- Two referees are required. One must be the current or last employer. Both references must be employers wherever possible. References will be requested before interview and will include requests for information on any actions regarding child protection issues. References will be verified by telephone calls to the referees before a firm offer of employment is made. If circumstances suggest that taking up references would cause you difficulties and should only be dependent upon a job offer, please indicate this in your application with a confidential note for the attention of the Principal.
- Original documentation will be required to verify home addresses.
- Passports and driving licence (where held) will be needed for enhanced DBS checks.
- Application forms will be checked for unexplained breaks in service.
- Eligibility to work in the U.K.
- Verification of the candidate's medical fitness to teach for teaching posts or to undertake the requirements of the role for support staff
- For teaching staff: Qualified teacher status check including EEA sanction where appropriate. For experienced teachers this will be by checking membership of the ~~NCTL~~ Teaching Regulation Authority (TRA). For newly qualified teachers this will be by checking of teaching certificate e.g. PGCE and skills tests.
- Section 128: For management posts and Directors a check will be carried out against the register of individuals who have been barred from taking part in the management of any independent school (including academies and free schools), under the terms of a direction made by the Secretary of State for Education.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and all information should be disclosed.
- Any other appropriate listings or checks.
- Personal information provided by candidates will be kept in a secure file in the academy and will not be released to third parties outside the academy without the permission of the person concerned, except where there is a legal requirement to do so.

A handwritten signature in black ink that reads 'R Hardcastle'.

**Robert Hardcastle**  
**Acting Chief Executive Officer**

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