Safer Recruitment Commitment

The Northern School of Art is committed to safeguarding and promoting the welfare of children and young people. The School complies with the statutory legislative requirements and guidance that seeks to protect children including ‘Keeping Children Safe in Education Guidance (KCSIE)’. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

# Safer Recruitment

Job descriptions and persons speciﬁcations make reference to safeguarding and child protection and all posts are subject to a Disclosure and Barring Service certiﬁcate (DBS).

All advertisements include our safeguarding statement and commitment.

# Application Stage

* All applicants are scrutinised to verify identity and academic or vocational qualiﬁcations;
* Professional references are requested using our standard proforma for shortlisted candidates;
* References must cover a period of the last 2 years of employment. As a minimum these should be from the two most recent employers;
* References are checked against previous employment history and gaps in employment;
* Our standard reference proforma makes reference to suitability to work with children and young people;
* Professional references must be obtained from professional email addresses; and
* The application process requires shortlisted applicants to complete a disclosure of any criminal convictions.

# Shortlisting

Only those candidates meeting the criteria outlined in the person speciﬁcation will be shortlisted.

Please note as part of our shortlisting process, we do carry out online searches as part of our due diligence on the shortlisted candidates. If there is anything concerning identiﬁed you will be asked to comment during your interview.

# Interview

1. Shortlisted candidates will take part in an in-depth interview and selection process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in employment in their application form this includes their employment history.
3. Candidates at the end of their interview will be reminded of their responsibility to disclose criminal convictions that are subject to DBS check if they have not already done so through the application process.
4. Proof of right to work in the UK must also be provided at interview.

# Appointment

**Disclosure and Barring Service and Other Pre-Employment Compliance Checks**

* + An Enhanced Disclosure and Barring Service Certiﬁcate (DBS) will be required for all appointed posts, including a Children’s Barred list check;
  + Fitness to work declaration will be required following appointment to ensure that a candidate has the health and physical capacity for the job;
  + Keeping Children Safe in Education declaration;
  + Further identity checks including an online search to determine you are who you say you are;
  + Inclusion on our Single Central Record (SCR);
  + Prohibition checks for appropriate applicants; and
  + This post is exempt from the Rehabilitation of Offenders Act 1974; therefore, applicants are required to declare:
    - All unspent convictions and conditional cautions; and
    - All spent convictions and adult cautions that are not protected (i.e., that are not ﬁltered out) as deﬁned by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

# Probation

All new staff will be subject to The Northern School of Art’s probation procedure for a period of six months. The probation period is to enable the assessment of an employee’s suitability for the job for which they have been employed which includes the monitoring and review of the performance of new staff in relation to duties, skills, qualiﬁcations and experience outlined in the job description and person speciﬁcation. This will also include an employee’s suitability to work with children and young people and their commitment to safeguarding and child protection.

# Equal Opportunities

The Northern School of Art recognises the value of, and seeks to achieve, a diverse workforce which includes people from all backgrounds. The Northern School of Art takes positive steps to create an employment culture in which people feel conﬁdent of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community. The School is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.